

# Tips for Remote Working

The situation with Coronavirus is rapidly evolving. Understandably, many staff are anxious about developments, we are having to adjust flexibly and quickly. The health and wellbeing of ourselves our teams and our loved ones is paramount. Looking after each other and having regular well-being check-in's will be necessary.

## 1. Maintain Regular Hours

Set a schedule, and stick to it as much as you can. Having clear guidelines for when to work and when to call it a day helps many remote workers maintain work-life balance.

## 2. Create a Routine

Try and establish a regular routine, it helps keep focus. What in your morning routine delineates the start of work? It might be making a cup of coffee. It might be returning home after a run. It might be getting dressed. Set boundaries to the workday to open and close the day.

## 3. Keep a Dedicated Office Space

Ensuring home environment is safe and suitable. Follow relevant [DSE good practice](#). Speak to manager if you have concerns.

## 4. Take Breaks

You are encouraged to take breaks away from your workstation. Leave your desk for lunch. Make time for proper meals and drink water regularly.

## 5. Take care of your mental health

Focus on what you can control and follow trusted outlets and bodies only – see more guidance and support here [wellbeing](#).

## 6. Overcommunicate

Include as much face-to-face interaction online as possible through video calls, regular manager check-ins as possible

## 7. Be sociable

Loneliness is one of the most common reported challenges of remote working, consider having work from home buddies and chat at the same time each day or a daily coffee break with a colleague.

## 8. Set goals

Start the day with your most important task of the day. Consider making a plan for what you want to achieve each day; What are the goals you'd like to get to?

Consider a structure to your time eg working in 45-60 minute chunks of focused work followed by a short break.

## 9. Look for Training Opportunities

When you're not in an office with your fellow employees, you might miss out on training and skills development courses that are taught in person. Look for online courses eg [LinkedIn Learning](#).

## 10. Be explicit in what you say

In a written environment, your tone of voice and body language are no longer available to you to communicate key messages, so you need to choose your words and punctuation carefully. Every adjective, full stop and exclamation mark matters. Keep all written correspondence short and concise – no space for mis-interpretation.