

Top tips for working remotely

Maintain a positive work/life balance and encourage your team to do the same:

- Be clear about when your working day begins and ends and take breaks to refresh. Think about having 'core hours' which people you work with are around for.
- Discover when you are most productive and build your work schedule around your peak productivity periods.
- Communicate dates and hours for your work time, what capacity you are working, and how others can get in touch.
- Remember to take a lunch break and short breaks throughout the day.
- It's important you look after your own wellbeing so you can also be there to support your team.

Set up a designated workspace:

- Regardless of space, establish an area of your home where you will work, and commit to working in this space every day.
- Set up the space with everything you need for a normal working day – computer, phone, stationery, paper, etc.

Check in with team members regularly:

- Schedule a daily video call with an agenda actively involving all members, so they contribute.
- Make sure these regular check-ins are scheduled in advance with your team members.
- Find an online tool that works for your team whether it's Microsoft teams, a conference call facility like Skype or by phone.
- Make time for non-work chats too, as you would in the workplace and use video calling to maintain face-to-face contact.

Establish new ways of working:

- Working remotely requires consideration as to how you will deliver work as a team - what collaborative working platforms will be used, how you will communicate and how you support each other through challenges.

- Some of it might be trial and error so it is also important to reflect on what's working and what isn't.

Make sure you have all the tech you need:

- You will need a reliable and secure internet connection, any necessary files, hardware and software, remote access to your company network and knowledge of how to get IT support. You might also need noise-cancelling headphones to drown out any distractions.
- Use Microsoft Teams, Zoom, Skype or other communication/collaborative working platforms to connect with colleagues and work together.
- Use a range of technologies so you're not always typing or looking at a screen – switch things up with a telephone call or video call.

Get dressed:

- Changing into working clothes will help you mentally switch to productive work mode.
- Beyond psychologically getting you in the right mindset for work, you'll be ready for video chat.

Assume positive intent:

- One limitation of working from home is that emails and messages sometimes fall short of expressing ideas clearly.
- Remind yourself not to take seemingly short or snide responses offensively. Some team members are just trying to be efficient in their replies. Focus on the facts and assume positive intent where it might not otherwise be seen.