top tips for remote working

environment

structure

breaks

environment

- **Experiment with your set up**
  Room / Desk & Chair / Laptop/PC position / Lighting / Background

- **Create work/home boundaries**
  Have a discussion about your needs with your family and share your schedule. Switch off when the work day is over

- **Motivating & Comfortable**
  Make your new workplace motivating with visual aids, wall calendar, post-it notes and comfortable with plants, light, music – but not too cosy!

structure

- **Set Routine**
  Keep your routine as close to 'normal'. Set an alarm, get dressed and even 'commute' by going for a quick walk

- **1-hr slots/3x tasks**
  Break down your daily tasks into 1-hr slots & set realistic timing. No more than 3x tasks a day with short 15-min slots for Admin /Emails

- **Use your digital calendar**
  By using your digital calendar & sharing with the team, your work will be visible and keep you motivated

- **Time to engage**
  Speaking with your team/colleagues is vital to mental health. Set daily/weekly video calls to discuss your work progress

- **Socialise**
  In the office, you'll naturally socialise; at home, you need to schedule a couple of short 10-min breaks. Rules: No work talk! Use this as the chance to discuss plans, news and get advice!

- **Eat**
  Sitting at home you won't necessarily be offered a drink/food by someone else. Book into your calendar your lunch break, be creative with your food and eat AWAY from your desk.

- **Switch off**
  At the end of the day, switch off/close your computer, tidy your workspace and SWITCH OFF.

breaks