

VIRTUAL AND REMOTE WORKING TIPS

1 work Set up

Experiment with your workspace and create one that works for you! Find a spot that is quiet, comfortable, bright and away from distractions. Try wearing headphones as this may help you focus and maximise productivity by blocking out any background noise.

2 The perfect balance

Getting the perfect balance between life and work can be tricky, which is why it is important for you to establish boundaries and clear expectations with your family, roommates and friends to protect your productivity.

3 Stay organised

Prepare for meetings and make sure you have all your essentials ready to go before you start work. Changing your work environment can be challenging at first, which is why time management is crucial to planning your working hours from home. Set clear daily responsibilities and create accountability for yourself.

4 Stay connected

Working remotely can get lonely. Don't forget that your team and colleagues are just a call or instant message away. Use technology to stay connected and if appropriate use the video conference feature on ZOOM so that you get to see each other. Remember to check in with your team regularly.

5 Keep healthy

Don't forget to factor in time for breaks to recharge your batteries! It is easy to get lost in your work. If you take small breaks throughout the day to stretch, exercise, grab a healthy snack or chat with a friend, you'll be able to return to work more focused and energised to tackle the next task.

