TOP TIPS FOR REMOTE WORKING

Don't overwork
People tend to work more hours at home because it's hard to 'leave' work. Set 'in office' hours and communicate these with your colleagues and family. If you have other home commitments e.g. childcare, talk to your manager about changing your hours.

Communication!
Schedule in 1-1 meetings with your manager to review your goals, upcoming projects and daily tasks. Chat regularly with your team so you don't feel isolated.

Have a plan!
Structure your day even more than you would at work and know what you want to achieve each

Consider your workspace
Rather than setting up in bed or the sofa, choose a dedicated workspace. Make sure you feel motivated by your environment and is free from distractions.

Socialisation
We all need to talk to each other and working remotely means you miss out on the team dynamics and social contact. Regularly message or video call your colleagues or other friends who are in a similar situation, about things other than work.

Minimising distractions
We produce better work when we're not distracted and focused on one thing. Try to minimise the distractions as much as possible and get any big projects or tasks done earlier in the day when you're more alert.

Set expectations
Tell your team how and when they can reach you. Be clear about any new or different communication and productivity expectations.

Cut yourself some slack
Working from home can be a big transition and will take time to get used to so be kind to yourself. Make adjustments where necessary and give it some time.

Ask for feedback
Ask your colleagues for regular feedback on how the situation is working out and what would make it better.

Get some fresh air
Try and go for a walk daily to get some fresh air and have a break away from your desk.

LKS Library & Knowledge Services