TIPS FOR WORKING REMOTELY

1. Set up a designated workspace. Create space for yourself to work in, somewhere you can focus on tasks without being distracted.

2. Make sure you have all the work tools you need for a normal working day such us a computer, phone, stationery, reliable and secure internet connection, any necessary files, notebooks, diaries, and importantly, the contacts of ICTS support team.

3. Get dressed. Changing into working clothes will help you mentally switch to productive work mode. It will also help you distinguish between ‘homeworking’ and ‘home life’. Most importantly, show up in all official meetings professionally dressed!

4. Write a daily to-do list. Set out a list of realistic, achievable tasks to keep you focused. If you need, consider getting an Accountability Partner, someone from your team or otherwise, who will help you keep track of your to-do lists?

5. Know when to step away from your desk. Be clear about when your working day begins and ends and take breaks to refresh and re-energize. When work is over, switch off to avoid burnout. Think about having ‘core hours’ which people you work with are around for. Make these core-hours known to your respective stakeholders as well especially your Head of Department.

6. Contribute regularly to team chats/group emails so you do not drop off the radar. Ask about what people are working on and share what is on your plate.

7. Maintain professional relationships. Make time for non-work chats as you would in the University. As much as possible use video calling (Microsoft Teams, zoom calls, etc.) to maintain face-to-face contact.

8. Be clear in your communication. Generally, face to face conversation gives a person visual and audio cues that help one to communicate. Remote conversations remove a lot of that extra information so make your communications extra clear and concise.
9. Ask for support when needed. Speak out when you need assistance, further training, or support. Your Head of Department, Supervisor, colleagues, and you are part of a team and should be supporting each other, especially remotely.

10. Make remote working work for you. Change where you sit if you see it is not working out, put on music, whatever helps you work. And enjoy the perks – no jam, no waking up early to catch the University bus or drop the young ones before coming to work, no heels, and all your home comforts!

Further tips on working remotely:

1. Discover how to improve your productivity, stay focused and connected with LinkedIn Learning’s remote working course. The course includes insight from entrepreneur Arianna Huffington and can be completed in bite-sized chunks.

2. Remote working does not have to be a lonely experience. A crowdsourced Remote Work Survival Kit will arm you with tools you need to achieve a happy and balanced remote working set-up.