

Best Practices for Working Remotely

(keeping in mind that even remote work is very different during Covid-19!)

1. Get dressed for work – it might seem fun to work in PJ's at first, but preparing yourself for work includes getting dressed ☺ - but we all should take advantage of maybe one day to keep those jammies on!
2. Try to keep your regular work schedule with start and stop times. Create a routine for your work just as though you are on campus.
3. Create a dedicated work space if you can. Not everyone has the luxury of a separate office, and in many homes during this time, the kitchen table is becoming the work space, classroom, and the place where we eat our meals, but do the best you can to create a space that works for you.
4. Pay attention to the ergonomics of your work space. Take stretch breaks – don't fall into the habit of back to back to back Zoom meetings!
5. Set boundaries/expectations with your house mates. Communicate with each other about your need for focused time.
6. Connect with your teammates regularly.
7. Stay in touch with your supervisor and keep them updated on your progress and any concerns/challenges you are experiencing while working remotely.
8. Have a clear agenda for virtual meetings.
9. Make yourself visible at work – turn on the video camera for meetings. It may seem like a small thing, but it helps us stay connected when we can actually see each other.
10. Plan for your breaks – step away from work, get a snack, take a walk – whatever you can do to unplug for a bit.
11. Make sure that you are eating well and staying hydrated.
12. Experiment with what you helps you be productive.
13. Be gentle with yourself and your colleagues – for many of us, this is our first time working remotely and we are all adjusting.