



Tip and Tricks for Working Remotely

For many of us this is the first time that we need to work remotely for an extended period of time. The following are some tips that can help with this transition.

- Take advantage of the technology to stay connected. Use the video feature of zoom for meetings and check-ins.
- Check-ins should be scheduled and intentional. These include daily conference calls, zoom meetings and skype messaging.
- Develop a Routine, figure out a schedule that works for you and your team. Switch up your schedule daily so it doesn't become monotonous. Some days you may want to start a little earlier, others you may want to end a little later.
- Be a Human (get dressed, brush your teeth, take a shower) – Just put on something you haven't worn to bed, it will do wonders for your brain to get out of relax mode and into work mode.
- Have a set workspace or two – Just because you are working from home doesn't mean you can work anywhere, like from your bed. Find a space and designate it as your Work Space. This will get your mind ready to work and help you stay focused similar to changing out of your pajamas.
- Remember business protocol still stands even though we are not in the office. Still need to communicate with your manager regarding taking sick time, vacation, etc, keeping the office online calender updated so colleagues know when you are available, etc.
- Make time to take frequent breaks and time off of screens when working remote. There needs to be a balance between staying focused and not working yourself into a rut.
- During your breaks spend a few minutes stretching your limbs and muscles to ease the tension. Yoga (the stretching and breathing can save your body and mind) a quick 10-30 minutes of yoga works wonders for stretching you out of that sitting position, improving posture and physical health, and even improving your mental state.
- Remember to reach out to EAP if you need additional support at this time. (Insert campus EAP info)