

A guide to working remotely*

Twelve top tips

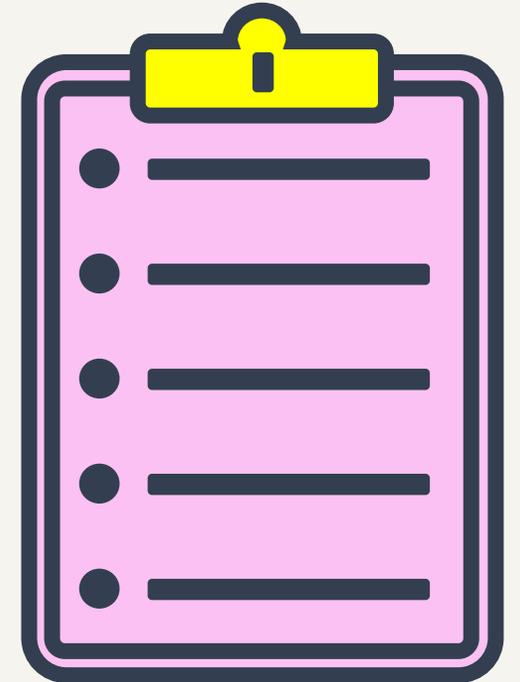


*This is a living document and will be updated as we refine our approach and learn about what works

Twelve top tips for working remotely

The information in this guide has been written to help you work from home as effectively as possible and give you ideas to support your wellbeing.

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1. Be prepared

Take your laptop and agile kit home to test everything works and ensure you can access all programmes that you need. Find out more about how to set up working from home and connecting to our network: [Link to working from home guide](#)

2. Try and have a designated space to work in

Ideally try to have a designated space to work in if you can. Information on setting up your workstation is available on essentials: [Link to setting up workstation](#)

This is not always possible and depends on the size of your accommodation, other people who might be at home and what works best for you, but identify what will help you get in the right frame of mind to work.

Try to have a place to work and a place to relax, and be mindful of bringing some structure to your day by identifying a good start and end time.

You might build in a start of day or end of day ritual that allows you to mark the beginning and end of the working day so that you can disconnect for the evening.

3. Be realistic about what you can achieve

You may find that by working from home your usual routine is temporarily disrupted due to other people in the house with you. Whatever the situation, working from home at this time may cause a distraction to your day-to-day work activities.

To make sure you're not feeling anxious about what is or isn't achievable, have a conversation with your manager to agree what is realistic.

Be open about your responsibilities and how this may impact your day. It may be helpful to agree a to-do list that works for you both.

4. Set out work times that work for you and your service

Try to stick to as normal a routine as possible, ideally starting and finishing at the hours you usually do. Talk to your manager about what's going to work best for you and the service. It might be for example that you can agree to start/ finish earlier or later to allow for flexibility around your responsibilities. Work around the hours that you feel you can be most productive.

5. Set out what success looks like for the day or week ahead

It might be obvious but writing a to do list that includes some quick wins and some more challenging tasks gives a focus for the day. This helps you to stay focused and feel like you're achieving something.

6. Use Skype and Yammer to stay connected

Working from home can potentially limit the number of people we might interact with so it's important to make a bit of time for informal, non-work-related conversations.

Talking to people can help reduce the feeling of isolation, and various channels such as Skype and Yammer can support you to stay connected throughout this period.

Ask colleagues how their weeks are going and try to stay connected to colleagues who you would normally see in person. Video calling on Skype will help you have better 'face-to-face' conversations and keep connected.

For teams, keep up regular calls so you can all keep up to speed with work and feel connected at the same time.

7. Power hour and short breaks

It can be easy to get distracted when we're not used to working from home, so try focusing on a piece of work for a 'Power Hour' – being really focused and productive for an hour. You'll be amazed at how much you can get done.

Follow this by a short break, and then focus on another concentrated period of time.

The Pomodoro Technique is another useful way to focus your concentration for a specific amount of time, followed by a break. You can learn more here:

[Link to 1 one minute video explaining Pomodoro Technique](#)

8. Get up, move around and be active

Being active releases endorphins, so take regular breaks and try and do something active: something as gentle as stretching, or more active like running on the spot.

Make sure you keep energised so see if you can get some fresh air in your day.

9. Look after your wellbeing

If you aren't self-isolating and you don't have flu symptoms, try not to spend all day cooped up indoors. Get out of the house at least once a day, even if it's just going to the supermarket or a walk around the block. Perhaps go for a run or a cycle outside at lunch.

10. Limit time on social media

Be mindful of trying to limit the amount of distractions you have via social media. Make a point to shut off notifications during the day, if possible. This will help avoid distractions, so you can focus on getting more done.

11. Reach out to people

Make sure you reach out to people you work with, think about people in your team who might not be as visible as usual, or who you know might find working from home to be difficult. Equally if you feel a bit lonely or perhaps you are confused by some work, or you feel like you're making no headway, share these feelings with a colleague or your manager.

Although it is tempting to just send an email, try and make the effort to call colleagues instead, particularly if you are a manager. Check in on your team and their mental wellbeing. Ask them how they are doing and really listen to the answer. Be willing to offer support to your colleagues.

If you're feeling low, let people know. Don't just suffer in silence - let your manager or colleagues know how you're feeling. Nine times out of 10, sharing how you're feeling with people really helps.

12. Try something new

For some people the extra bit of time you'll gain by not commuting to and from work will be an opportunity to try something new. Think about filling your commute time with something different - even half an hour each day can have a big impact on our wellbeing and wellness if we commit to do it.

Below are a few suggestions:

- Mindfulness
- Meditation
- Reading a book
- Yoga
- Pilates
- Go for a run
- Go for a walk



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#remoteworkingt看tips