



## Ten General Tips for Working Remotely

Transitioning to working remotely can be hard for many people, especially on short notice and when also experiencing possible anxiety around changing conditions resulting from the COVID-19 pandemic. It is natural to have a wide range of feelings and responses to working remotely. The following are some tips that may help you as you adapt to your temporary remote work.

### **1. Establish a temporary “new normal” routine**

Many people may be able to keep their regular work hours, while others may need to adjust when they work based on other considerations such as childcare or caring for the ill. As much as possible, establish a routine that is consistent but is realistic for your circumstance. This routine should include a set bedtime and wake time, dedicated work time, scheduled breaks, time to connect with loved ones, exercise and personal self-care. Having a regular routine helps your nervous system adapt to ever-changing conditions by creating a structure for your day.

### **2. Explore creative solutions for addressing childcare needs**

Working remotely with children is difficult. Is it possible for you to coordinate your “new normal” routine with a local friend or family member who can be with your children during your dedicated work time, and vice versa? Is it possible to coordinate your work time with children’s academic or independent activity time? Is it possible to use partial day care solutions? There likely won’t be a perfect solution but can you find a “good enough for now” solution?

### **3. Let others know about your new routine**

Make sure your supervisor, coworkers and family/household members know when what your temporary “new normal” routine work schedule is so they know what to expect, when they can reach you and if there may be times that you aren’t available. Ask people at home with you to respect your work time as much as possible. Understand that it will take time for everyone to get used to the temporary new normal so you may need to remind people of your new routine.

### **4. Get dressed**

It can be tempting while working from home to stay in your pyjamas. Even if you don’t wear what you’d normally wear to work, showering and getting dressed in regular clothes makes a big difference to your mindset and help you mentally prepare for the day ahead.

### **5. Create a dedicated workspace in a specific area of your home**

Whenever possible, establish a specific space to work in your home. Ideally, this would be in a room separate from other people who share your home but it could be a particular seat at your kitchen table. If your work space must be in a common area, consider wearing headphones during your work time. Having a specific place where you work makes it easier to stay focused on work. Even if

you have to 'pack up' this space at the end of the day – try to 'unpack' into the same space the next day to help keep your routine.

**6. Set small goals daily**

First thing in the morning, identify what is the most important thing you need to accomplish that day. Break the goal down into smaller tasks and plan when you are going to do them in the day.

**7. Share your daily goals with an accountability buddy**

As part of your daily routine, share your goals with a work friend or colleague. Then check in with them at the end of the day to celebrate the goals you accomplished.

**8. Use the [Pomodoro Technique](#) to help focus**

Set a timer for short amounts of time to work uninterrupted – for example, 25 minutes – then take a break. Even periods as short as 10-minutes can set you on the right track. [Tomato Timer](#) is an online tool you can use with the Pomodoro method.

**9. Stay connected to your colleagues**

Generally we are working with groups of people and will have multiple discussions with people throughout the day. Use Teams to connect and commit to having Teams virtual meetings so that people have an opportunity to talk and see each other. If you are unsure how to utilize Teams, LinkedIn Learning has an excellent video explaining the essentials of using Microsoft Teams [here](#).

**10. Be gentle with yourself and others**

It can be challenging to stay positive in this rapidly changing situation. Recognize that you and others are going to react in different ways at different times. Remember that we all have inherent resilience that we can draw upon to get through this together. Visit Camosun's [Resiliency Resources](#) page for additional information.