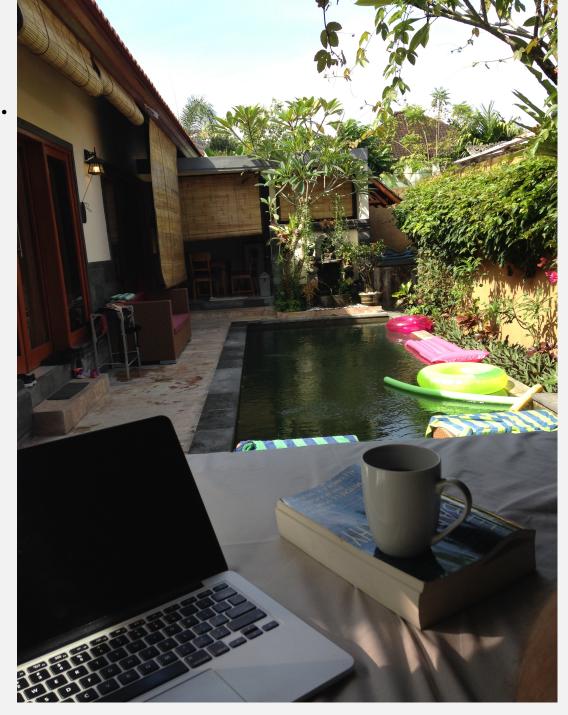# REMOTE WORKING TIPS

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Ah, the joy of working from home…

Even if your remote working experience is not like this, a few simple practices may help.

HAVE A DAILY ROUTINE… AND FORMALIZE IT!

- In-person work environments often give structure to our days, and these signposts may be absent at home

- If you have a daily routine, try to keep it going

- Consider formalizing your routine in the form of a written plan for the day

- This is also a great time to think about adding wellness practices to your daily routine. Popular wellness routines I've seen among remote workers include:
  - Yoga
  - Meditation
  - Journaling

GET DRESSED

- Although it may sound attractive to sit around in your pajamas all day, every day, this is likely not good for your well-being or your productivity. You don't have to dress up, obviously, but some change to mark the night-to-day transition is probably wise.

IDENTIFY AND CLAIM WORKSPACE

- Find a space to dedicate to working

- Many people benefit from working in a consistent location

- Others prefer to vary their location

- Know which you prefer and try to do that

- Whether your workspace is consistent or varied, set ground rules with any others sharing your environment about when you (and they) may and may not be interrupted

CONNECT WITH OTHERS

- Take breaks from work as you normally would

- A quick video chat with a friend or colleague can work wonders

- Make sure to check in frequently with others you work with

- Reach out to others to offer support

BEGIN AND END WORK

- Technologically-enabled work makes it easy to blur the boundary between working and not working

- Avoid this trap by specifically setting (and sticking to) starting and stopping times for working