# How to:
# Work well remotely

Many of us were used to spending our days on campus but are now entering the ninth month of full or part-time remote working. For some it has been a positive experience, for others this has been a period of significant adjustment.

The change to remote work has been unexpected and very rapid, not many of us expected to be working from the spare bedroom, dining room, kitchen; joining conference calls in sweats or pyjamas; working with little social interaction or being constantly surrounded by our partner and children.

Given that this 'new normal' looks to be staying for a while, here are a few basic tips that will hopefully make this experience a little less stressful and help you embrace this unique period in our lives.

## Guidelines for remote working

## 1. Environment

### Setting
If possible, designate a specific space in your home to work from. Try to find a spot that has
- natural light
- good airflow

and if possible
- quiet
- free from distraction

### Equipment
Consider your workspace needs:
- comfortable chair
- desk / table
- keyboard
- good internet connection
- make it your space -  add a plant or favourite photos

### Needs of others
Consider how you can reduce pressure on yourself due to
- caring responsibilities
- competing demands on your time

### Protect privacy
- apply a clear desk rule at home
- store sensitive information securely
- check what is visible on a video call
- use headphones for confidential discussions

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## 2. Managing your workload

### Agree your work

Due to the distractions and demands that go hand-in-hand with working from home during the pandemic, you may need to discuss and agree a new working schedule with your manager. It's important to take control of your working hours, if you are a night owl, a morning person or if you have caring responsibilities, try to work out a plan that fits with when you are most productive

### Communicate

As you are not in an office where people can see you, it's necessary to communicate frequently with your manager and co-workers. Staying connected with colleagues by phone, message, video calls can reduce isolation and enhance team unity and productivity

### Email

Email can be a source of stress, schedule time 2-3 times per day to read and respond to emails. Try to avoid late night screen time as it may reduce your ability to sleep or lead to constant thoughts about your work

### Technology

While enabling flexibility, technology can lead to working harder and longer. Always 'being on' can lead to cognitive weariness, headaches, blurred vision. Set up a flexible framework that includes screen time and break time. Frequent, short breaks can help you refresh, recoup your energy and improve concentration

*If you feel your workload has significantly increased and you are unable to meet your personal needs and responsibilities please contact your line manager, HR or a member of the psychological support team*

## 3. Taking care of you

### Keep active

Physical inactivity can have serious health consequences. It's important to minimise sitting time by planning regular breaks away from your screen, moving around regularly and scheduling exercise

### Sleep well

Adequate rest is essential for wellbeing and cognitive performance. As you sleep your body works hard to repair and restore the impact of your day. Neglecting sleep can cause havoc with your physical system as well as your emotional wellbeing

### Eat Well

Eating healthy and keeping hydrated are important for our wellbeing. During challenging times it can be easy to sideline healthy eating and grab the quickest food available. To support your physical and mental health try to eat plenty of:

- fresh vegetables and fruit
- wholegrain bread, rice and pasta,
- lean meat, fish and poultry or alternatives

& reduce
- food containing saturated fat, high sugar and salt levels
- intake of caffeine and alcohol

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