



Tips and Tricks for Working in a Remote Setting

For many people, transitioning to working from home is a completely new experience. Although everyone's experience is different based on their situation, skills, and job duties, there are some constants worth remembering:

- It will be new.
- It will sometimes be awkward.
- It will be a learning experience.
- Many things you try won't work the first time.
- Things will sometimes not work or work differently than expected.
- It will require patience, adaptability, and grace.
- Things will just be different.
- It will get easier.
- We are all in this together and figuring it out as we go.

1. Stay aligned with our values based culture

Even though working remotely does drastically change personal interactions since you're no longer together in person, you can still make sure that the little things you did in the office continue. Keep living our values of One Team, Kindhearted, Integrity, Visionary and Beyond Service. WE have not changed – we've just changed where we are physically located for the time being!

2. Have a dedicated workspace

Have a place you go specifically to work, some place that's consistently your 'work space.' It helps you get into the right frame of mind. If that's not possible, try to set up an area that is used only for work and as removed from distractions as possible. Also, during video meetings, the other participants can see (and be distracted by) everything in view of the camera so take that into consideration of how you set up your work space.

3. Dress for work

Dressing casually is definitely a perk of working at home, but getting "ready for work" is a daily ritual that helps keep you on task. Also, people can see you when you are on video calls. Dressing for work gets you mentally ready and allows you to take video calls on a moment's notice.

4. Keep a daily schedule

Maintain your normally worked schedule unless alternate schedules are approved by your supervisor. Sticking to a regular schedule mentally prepares you to go to work. Start each day by writing down what you need to achieve and then track your progress. Having clear guidelines for when to work and when to call it a day helps many remote workers maintain work-life balance.

5. Take regular breaks

Try setting an alarm to remind you to get up and stretch every hour or so. Walk around your home while chatting on the phone with a friend. Move to a separate area to eat lunch. Breaking up the day and moving your body enables you to refresh your mind and can increase your productivity when you return to your work.

6. **Maintain social connections**

Social connections are important because they improve your physical, emotional, and mental health. We are hard-wired to connect with other people. Not having enough social connection can have a negative impact of your life. When you are lonely or feeling isolated, you are more vulnerable to anxiety or depression. The more connected we are with other people, the more enriched our lives become. Make sure you are staying connected with family, friends and co-workers using technology such as FaceTime, Skype, Zoom, text messages, email and other video-based options.

7. **Exercise**

Staying active is one of the best ways to keep our bodies healthy. It can improve your overall well-being and quality of life. Regular physical activity can relieve stress, anxiety, depression and anger. Being more active can lower your blood pressure, boost your level of good cholesterol, and improve your circulation. Crisis heightens fear and anxiety. The more you can shift out of your head and into your body, the more grounded you will feel.

8. **Communicate**

Within any working environment, effective communication is paramount to ensure productivity and efficiency, while helping to build strong teams. In the remote setting, it is critical that information is shared openly and is easily accessed whenever necessary to allow business as usual. For people working within a remote capacity, the importance of effective communication becomes more critical. Clear, consistent communication is key for remote work success. Communicate often. Communicate when you have questions or concerns. Communicate when you have feedback. Communicate when you have successes. Open, honest communication not only helps you to avoid misunderstandings, but also increases your effectiveness within the team.

9. **Practice self-care**

Be kind to yourself. Working from home can be a big transition. You might feel any combination of lonely, isolated, stressed, frustrated, anxious, unmotivated, or on the other hand, relieved, relaxed, energized, or productive. It's all OK and normal. Any transition takes time to get used to, so try to be easy on yourself. You can't fill someone else's tank if yours is empty.

10. **Spend time outside**

Open some windows to let sunlight in and take some time throughout your day to go outside. There's no better cure for a stressful day or an overwhelmed mind than sunshine, exercise and fresh air. Make it a priority to spend at least 20 minutes outside every day. Being outside can improve your memory, lower your stress levels and improve your ability to focus by reducing mental fatigue, not to mention increase your Vitamin D level which helps to build your immune system.

11. **Look for development opportunities**

Professional development is the process of improving and increasing capabilities through access to education and development opportunities in the workplace. It is a way for people to assess their skills and capabilities and begin taking steps to improve. Consider your aims in life and set goals in order to realize and maximize your potential. Take advantage of opportunities to gain new skills and experience relevant to your goals by enrolling in courses, attending webinars, listening to podcasts, reading books or articles, or finding a mentor.

