![access - freedom to do more]

Working Remotely
The Do's & Don'ts

The Do's 👍

- Create a dedicated workspace

- If you have multiple monitors - use them, it will make you more efficient

- Make sure you have tea and coffee breaks
  - *This keeps you hydrated*
  - *Time away from the laptop to think*

- Get fresh air and exercise - it's important not to get isolated*
  - *Make time away from your work environment*

  * Subject to changing government advice

- Be productive - make a list at the start of the day, tick it off, anything that is unticked at the end of the day is where you start your following day's to do list

The Don'ts 👎

- Maintain regular work hours - don't fall into a trap of working when convenient just because you're at home

- Don't have a work station full of distractions:
  - *Don't have social media open while you're working*

- Don't work from bed, get up and dressed as if you were going out of the house

- Don't forget to keep in touch and communicate

- Don't feel guilty!
  - *It's OK to have some background noise*
  - *It's OK to finish on time when you normally would for the day*

Click the link to watch useful videos on working from home and managing remote teams

WATCH VIDEO

Important: Always check your organisation's remote working policy first.