

# TIPS FOR WORKING AT *Home*

We know you did not envision working from home during your placement or work term, and you can absolutely make significant contributions to the organization by working remotely. Below are a few tips to help get you started on the right foot.



## Routine is key

- Work regular office hours and ensure your colleagues know when you are available.
- A new routine will take a few weeks to get used to, so post it in a place where you can easily access it for quick reference.



## Avoid distractions – especially social media

- Instead, schedule breaks throughout the day to allow yourself some time to step away and do a little self-care. This will help you stay focused on task when it is time to get back to work.



## Prepare for the day as if you are going to the office

- Dress professionally and be ready for any video conference requests that may come up throughout the day....don't work in your pjs, even if you do not leave the house.



## Check in with co-workers frequently and provide your supervisor with daily updates

- Speak with your supervisor about how to communicate questions and when to seek guidance (i.e. your supervisor may want to choose a few times during the day to connect and/or may prefer questions to be sent via email or live chat).



## Choose a dedicated workspace and set it up just like your office

- Pick a workspace that is quiet and private (where possible).
- Ensure you have the appropriate technology at hand to do your job efficiently and effectively.
- Talk to your employer about what technology will be provided and what you may need to invest in to do your job effectively.



## Set daily goals to accomplish and hold yourself accountable to complete them

- This may mean communicating your goals to your supervisor at the beginning of each day and sending an update on what you have accomplished at the end of each day.
- Getting in this habit will not only set the tone for excellent communication with your supervisor but will also build trust.
- Much like if you were working in the office, the expectation is that you complete all assigned tasks by their deadlines.



## Update your LinkedIn profile

- If you are just starting your placement or work-term, ensure your LinkedIn profile is up to date.
- Monitor LinkedIn regularly to connect with new co-workers and read up on news pertaining to the organization to prepare you for your first day.



## Research online resources if you need help

- Ensure you stay proactive and seek out resources if you need help in getting organized and staying motivated while working remotely.