

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 you 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.