Remote Working Checklist

1

Workspace

Find a suitable space and set up your 'workspace' – somewhere you can concentrate and minimise distractions.

2

Routine

Replicate as many aspects of your office routine at home including; sticking to your normal working hours, organising your schedule and allocating blocks of time to tasks, projects, and meetings and even taking breaks. At the end of the day, switch off and tidy up as you would at work!

3

Get Dressed

For some people, the prospect of staying in their pyjamas all day is the most tantalising aspect of working from home. But washing and getting dressed will not only improve your state of mind, it will psychologically prepare you to start work. Likewise, changing out of work clothes when you clock off for the day helps your brain to understand that the working day is over.

4

Go Out (If You're Not Self-Isolating)

Working from home shouldn't mean you stay cooped up indoors all day. While you might not miss your daily commute, it does guarantee that you leave the house at least once during the day. So pop your shoes on, go outside and enjoy that fresh air...whilst adhering to the social-distancing guidelines (obviously!)

5

Regular Communication

Perhaps the most important bit, and whilst it can't totally replicate an in-person meeting, default to video calling where you can – even if it's simply to catch up with each other. Failing that, pick up the phone and have a real conversation, rather than relying on email and instant messaging. **Don't forget** to communicate your schedule to your colleagues so that they know when to get in touch!