

# Sackers top tips for working remotely

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# Sackers

As we all face the challenge of the 'new normal' of working remotely, here are some practical tips and ideas to help you make the best of it.

**1** | **Don't be a silo** – don't be tempted to work away alone when you could ask for help or input from someone else. If you're used to popping into a colleague's office to discuss a project, pick up the phone instead, have a video call, or send them a message on Microsoft Teams or Skype.

**2** | **Consider your workspace** – set up your work station in a different place to where you usually relax. If this is not possible, cover up your computer when you finish work to make a clear division. Keep your work area tidy and organised. If you can, set up near a window so that you get some natural light and a view of the outside world.

**3** | **DIY desk assessment** – you are still spending just as long sitting at your home desk as you do in the office, so check your screen is at the right height, that your chair is comfortable, and that you have the right equipment to carry out your job. Think about your posture and what can be done to improve it.

**4** | **Embrace your community** – think about fun interactions you can have with colleagues to maintain a sense of community spirit and normality. Share pictures of your pets, the view from your window, or something funny you've seen. A firmwide quiz or challenge can be a fun idea to boost morale.

**5** | **Take regular breaks** – make sure you're getting up and walking around, taking a proper lunch away from your desk and having tea breaks. Stretch and take some exercise, get some fresh air, or do something that helps you to relax and switch off.

**6** | **Find a routine that suits your working style** – get into a daily routine to help you separate 'work mode' from 'home mode'. Consider flexing your core working hours around the times that you feel most focused, or when you can be most free of distractions.

**7** | **Dress to impress** – you don't have to sit in a suit and tie all day, but if you change out of your pyjamas it does help to get into a working frame of mind!

**8** | **Manage distractions** – it can be very easy to be distracted whilst working from home. You might find it helpful to listen to music or a podcast, and to keep your personal phone somewhere else to avoid seeing endless news updates and notifications from friends and family.

**9** | **Keep your Outlook diary up to date** – ensure you enter all appointments and block out time in your calendar if you don't want to be disturbed.

**10** | **Be human** – communication is key! Keep talking, keep the lines of dialogue open, ask others how they are feeling and don't be afraid to ask for help or support. This is a difficult time for everyone, with many diverse challenges, so be a listening ear.

**11** | **Know when to log off** – don't be tempted to work longer hours if it's not absolutely necessary. Try to refrain from checking or responding to emails/phone calls late at night or at weekends.