



# STUDENT EMPLOYMENT

## 8 TIPS TO WORK REMOTELY

### DESIGNATE A SEPARATE WORKSPACE.

- This space should mentally prepare you for work mode. Ideally, it should not be a place that you go to relax, like a couch or bed.
- Set up your space and be sure that you have what you need to be successful. This includes reliable technology, managing distractions, and ensuring that you have access to all of the work tools necessary.

### GET DRESSED.

- Sure, you might want to stay in your pajamas for the first day or two, but this isn't going to set you up for long term success. Get up, get dressed, and get started in making the day count.

### FIGURE OUT YOUR WORKING STYLE.

- This includes establishing a routine and standard operating procedures in your new space and place. We understand that this will be different from reporting to the office and engaging with coworkers live and in person. This might even include throwing in a load of laundry during the day. Figure out how to move forward with this new (and hopefully temporary) normal.
- Productivity means different things to different people. Check in with your work team and supervisor to ensure that you're setting up processes to maintain a pace and work style that is productive to the whole enterprise.
- A morning routine and scheduled breaks are proven tactics to help you maintain and increase productivity and motivation to work in this new way.

### OVER-COMMUNICATE.

- Sharing calendars, utilizing Teams, Canvas, GroupMe, and other tools to stay connected makes telework easier than ever.
- As for Teams: UTA already pays for this! You can upload documents and chat with your supervisor using teams. We recommend a daily check in to stay connected to your team and find out what work is in progress. This can be as short as five or ten minutes or as long as necessary. Work with your supervisor to decide what is best.
- Track your work! Keep track of what you are doing, a spreadsheet with a brief overview of the work you completed that day should be enough. However, check with your supervisor on expectations.
- Make sure that everyone who knows where you are (friends, family, and neighbors) also know that you are working. Manage their expectations of your accessibility while you are working.

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### LEAN ON YOUR COMMUNITY.

- Working remotely and social distancing can be quite isolating. Battle that by having regular scheduled phone calls and video chats with coworkers and people from the organization who energize and encourage you.
- If you are struggling, share that with a supervisor or member of your team as well. Becoming aware of your own needs is an important part of our healthy workplace, which now includes anywhere that you work.

### TAKE TIME FOR SELF-CARE.

- Working from home can mean a lot more sedentary time than you normally experience, so be aware of the aches and pains that might pop up from this new workspace. Designate some time to be active every hour and execute healthy living practices. Self-care includes drinking enough water, engaging with other humans, and knowing when to unplug.

### KNOW WHEN TO “LOG OFF”.

- With devices and work equipment now in your home, turning off the notifications and unplugging is important for your long-term well-being and productivity.
- Just as it is important to set aside physical and mental space to most efficiently and effectively perform your job duties from home, it is also ideal to end your day with a routine, and at about the same time every day. Healthy boundaries are important for both your work and home life!
- Communicate with your team about your hours, and mutually manage expectations about when people are logging off. Secure your workspace, equipment, and access to software in this new space by logging off appropriately.

### BE POSITIVE.

- Perhaps this is a different style of working for you. Embrace it. Maintaining a positive attitude about the changes ahead will help you to navigate this and to be successful.
- You will likely have less face time with colleagues and coworkers, so when you respond in writing, some of your personality will be lost. Take the additional seconds to convey warmth and optimism, as well as gratitude. It's ok to go overboard here, because losing morale in translation through text is not going to benefit anyone.
- Embrace the perks of working remotely, which includes saving precious time (not to mention gas money) on your commute, complete flexibility in dress, and fewer office-type distractions. Take advantage of this, and shine!

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