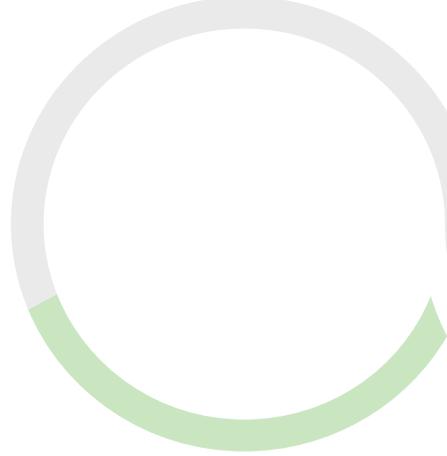




PSYCHOLOGY GROUP

WORKING REMOTELY



OPRA won the internationally acclaimed Brandon Hall Award for Best Advance in Career Management and Planning Technology, 2019



[OPRAGROUP.COM](http://OPRAGROUP.COM)

Working remotely presents its challenges. It may be difficult to know what to do or how to manage if you find you must abruptly start working from home! Here are some tips for keeping well and being productive



## KEEP UP COMMUNICATION

“Out of sight, out of mind” can be an issue for remote workers. Try to avoid a sense of isolation or disconnection by having many opportunities, formal and otherwise, to connect:

- Manage day to day expectations: kick-off the day with a 10-minute chat with your Manager/ team, or wrap up the day with a quick call; share project plans and discuss key steps; update on milestones and ask others about theirs
- Team meetings – both with an agenda as you normally would, but also without set topics: this creates social time as a team (physical distance, not social!)
- Have a chat group for informal team conversations e.g., WhatsApp, Slack
- Actively communicate where you’re at with your work, and what will work best for you for your new routine e.g., having children home, work hours, project progress, challenges, concerns

Dialogue should be as open and transparent as possible, with all staff readily having access to information and key contacts.

## KEY TAKEAWAYS

1. Communicate by virtual face to face means as much as possible
2. Set up a dedicated, functional, workspace
3. Establish a routine, take breaks, bookend your workday
4. Check in with peers and supervisor often

## REGULAR TEAM CHECK INS

In addition to having multiple communication channels, ensure there are opportunities for ad-hoc conversations like you have in an office space, have unstructured meetings and as many conversations face to face as possible by utilising video-based conferencing. **If you usually have lunch together in the tearoom, or a morning coffee – you still can, virtually!**

## CREATE HEALTHY BOUNDARIES

Though it may be tempting to stay in your PJs or sweatpants, **changing your clothing helps cue your brain that “we’re going to work now”**. As does having a dedicated workspace. If you don’t have a home office, try to create an area you can work from that is not the same as your relaxation/ recreation space.

- Change attire before you start your workday
- Set up a workspace, try to create as much privacy as you can, and consider your ergonomic needs
- Try and keep this space dedicated to work
- Take breaks, as you would in an office
- Set boundaries. Though tempting to just ‘pop the laundry on’, it’s easy to become distracted unless you remind yourself you are at work and refocus
- Bookend your day; close out your projects and wrap up as you would at the office

**VIDEO LINK: [TIPS FOR WORKING FROM HOME](#)**

FOR MORE SUPPORT IN RESPONSE TO COVID-19, [CLICK HERE](#)