

Tips for WIL students: working remotely

Be clear about expectations

- › with your manager/supervisor, establish:
 - your core work hours and any flexibility
 - the frequency and schedule for check-ins and other meetings
 - if needed, how to advise of short interruptions to your availability or responsiveness, for example when you're taking a lunch break
- › with your family or roommate(s), agree on how you will:
 - respect each other's privacy, workspace, noise tolerance and hours of work
 - handle interruptions
 - share household and family responsibilities



Keep to a schedule

- › have a clear beginning and ending to your workday
- › establish a routine that balances your commitments
 - core work hours
 - meeting schedule
 - non-work responsibilities
- › adapt your schedule if you need to, and be sure to let your manager/supervisor and your team know of any changes

Prepare your workspace

- › set up a workspace that supports your productivity
- › create an ergonomically safe and comfortable workspace for your desk, computer, seating, and other equipment
- › pay attention to lighting, sound, and the right room temperature
- › limit distractions
- › stay organized
- › work outside for a change of scenery



Be intentional about connecting

- › keep a running list of questions you can ask at your regular one-on-one meeting with your manager/supervisor
- › arrange one-on-one video meetings with team members when collaborating on tasks and ask them to share any tips
- › take advantage of opportunities to connect with colleagues socially
- › continue to build your professional community beyond the workplace

Take care of yourself

- › prepare yourself for your workday
 - clear your mind of clutter
 - reflect on your intention for the day
 - show up in appropriate attire
- › take small breaks throughout the day to move around
- › use mindfulness to calm the mind and reduce stress
- › understand your rights and responsibilities and advocate for yourself if necessary