

Remote working

Guidance and advice

1 EXPECTATIONS

Seek clarity on your work outcomes and know how your work is being managed



Understand how work will be recorded, stored and shared.



Follow any remote working guidelines within your departments



2 PLANNING



Be realistic about what you achieve in a day. Try to focus on 2-3 activities that will help you achieve your goals and agree this with your manager

Communicate regularly with your colleagues and line manager



Recognise when you are most productive and schedule work activities accordingly e.g. are you more productive in the morning or afternoon

Build a list of what you are going to focus on and in what order



Agree a work plan with your line manager and how this will be recorded, stored and shared

It is recommended that you work in short bursts of activity e.g. between 45 minutes - 1 hour. Schedule in regular breaks and/or take a walk



Create a routine to get in and out of work mode - communicate your expectation to anyone who will be at home with you

As part of your planning, identify a space/room where you will be able to work within distraction



Avoid distractions e.g. carve out specific times of the day for social media and household chores

3 COMMUNICATION AND COLLABORATION



Check in with your colleagues informally - how are they feeling?

Keep your support network intact- this is important when you are not physically present

Build your online community - establish new ways of working e.g. when and how to communicate



Use the tools available at Warwick to share information and communicate

