

Tips for Student Employees Working Remotely

WORKING REMOTELY CAN BE A BIG CHANGE! BELOW ARE SOME HELPFUL TIPS TO MAKE THIS TRANSITION EASIER.

1. Keep your routine. By keeping normal starting and stopping hours, you can better balance work, school, & personal life

2. Use your old **commute** time wisely. If you spent 30 minutes commuting to work, you now have 30 minutes of time back! Exercise, read, meditate, play with your cat!

3. Get dressed. You don't go to work in your PJ's, so working from home shouldn't be any different.

4. Have a dedicated '**work space.**' Your bed is for sleeping, so set up a special office space that is only for doing your work.

5. Keep your work space **clean and free of clutter.** This includes distractions such as your phone or easy access to time wasting sites. Remove social media quick links.

6. Take timed intentional **breaks.** Walk outside, have a snack. A break from your screen will allow you to clear your head.

7. Stay **connected** to co-workers via email or other virtual method. Develop relationships with others who are also remote.

8. Listen to **music.** You may be transitioning from a loud environment to a silent one, music can provide a comforting environment.

9. Set rules. Make sure others know when you are 'at work.' Manage expectation of those you share your home with. If you are in your 'work space,' they need to respect that fact.

10. Create daily **to-do lists** so you stay on track

11. Leave work at the end of your day. If you are working remotely, it may be hard to separate work, school, and personal time. If you have a set end of the work day, you can manage this balance.

12. Stay in touch with your supervisor. Check in and let them know how you are doing.