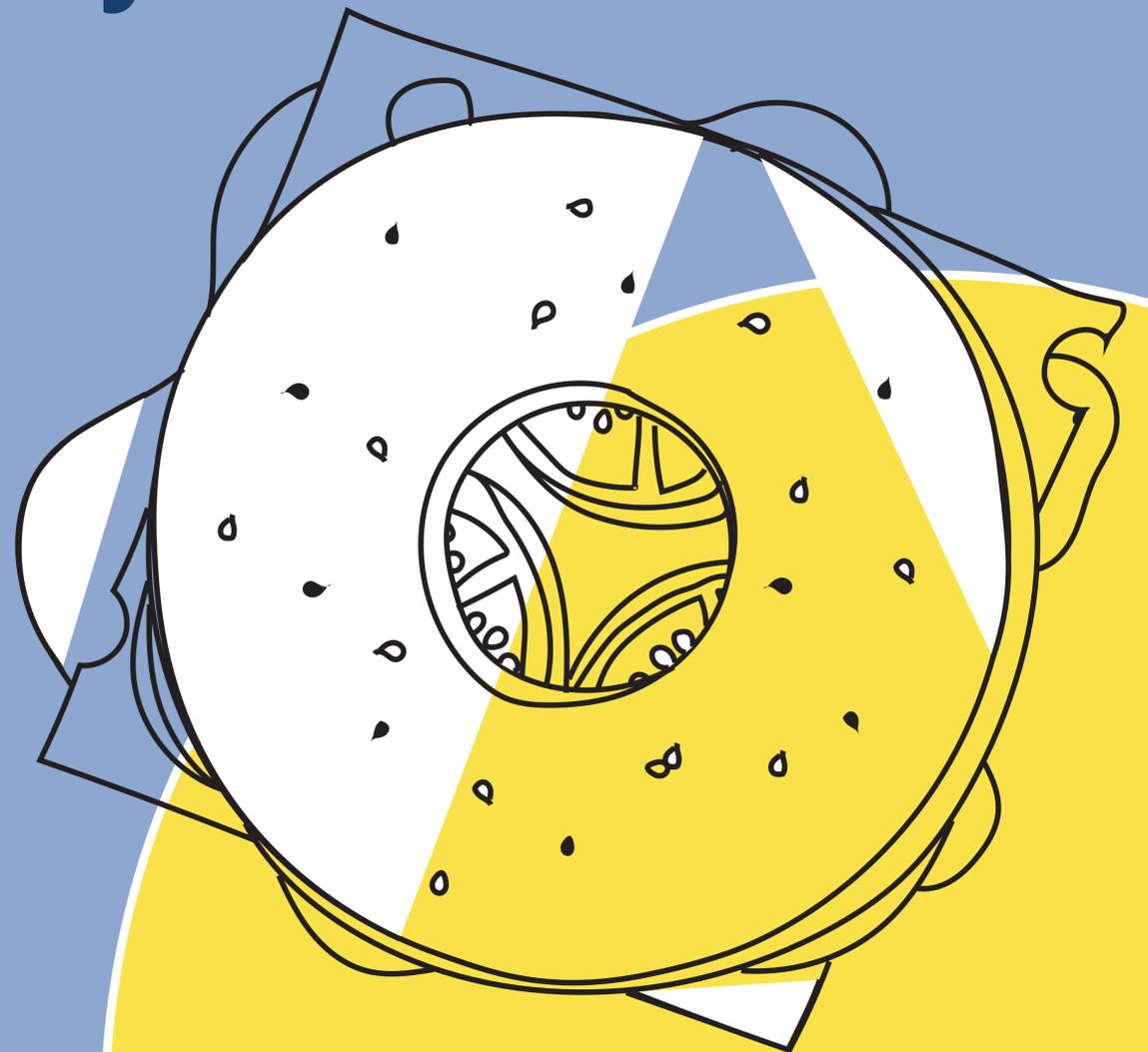




13 tips & tricks to ace remote working.

1. Create your own social cues

Put an hour calendar event for lunch and another for the end of day. As a remote homemaker it's easy to habitually work longer hours than if you have a commute, but be careful. If you do that every day, you will burn out.



2. Find your rhythm

Find your “getting ready for work” routine, to help provide the mental prep that commuting to the office used to. Have a shower, dress for work, have a shave, whatever your usual habits are. Sounds silly, but it’s really effective for tricking the brain that you’re going to work.



3. Invest in your workspace

It should go without saying, if you work on a laptop in the corner of your bedroom with no windows, that's going to weigh on you over time. Set up the best place to work you can, factoring in lighting, temperature and comfort.



4. Communicate, more than usual

When you're not sat in an office together, you lose your social cues. Make sure you're reaching out to your team regularly so you can follow progression in projects, and keep up to date with how each other are doing.



5. Daily stand-ups

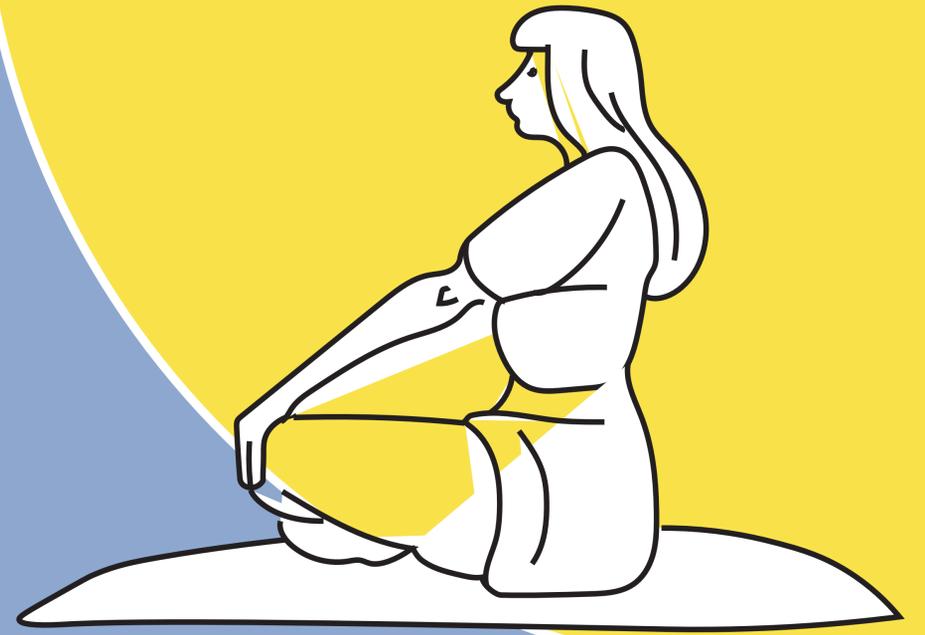
Where possible, choose a time to do a daily 15min video call via Slack or Teams. Essentially, this is a check-in, and a chance to collectively ask if anyone needs help – this can be important to help avoid the feeling of isolation and provide support.



6. Use emojis in your comms

They aren't just cute stickers. Emojis are your most powerful tool to convey emotion through text, especially if you're not physically talking to people for long periods of time. See the difference between "Sure." and "Sure 😊"





7. Be sociable

Sitting on your own in silence for days on end can have a negative psychological effect. If you're not involved in a daily stand-up, or you live on your own, use Slack or Teams to reach out to a friend, even if just to say hello.

8. “Do not disturb”

This is a difficult one but try to encourage those you live with to respect your working time. It can help to close the door when you don't want to be disturbed.

If you can't do that, maybe have a visible sign that indicates you are at work, or flag VIP calls ahead of time.





9. Take regular breaks

Just like you would in the office, make time to go for a walk, make a cup of coffee, or socialise with colleagues online.

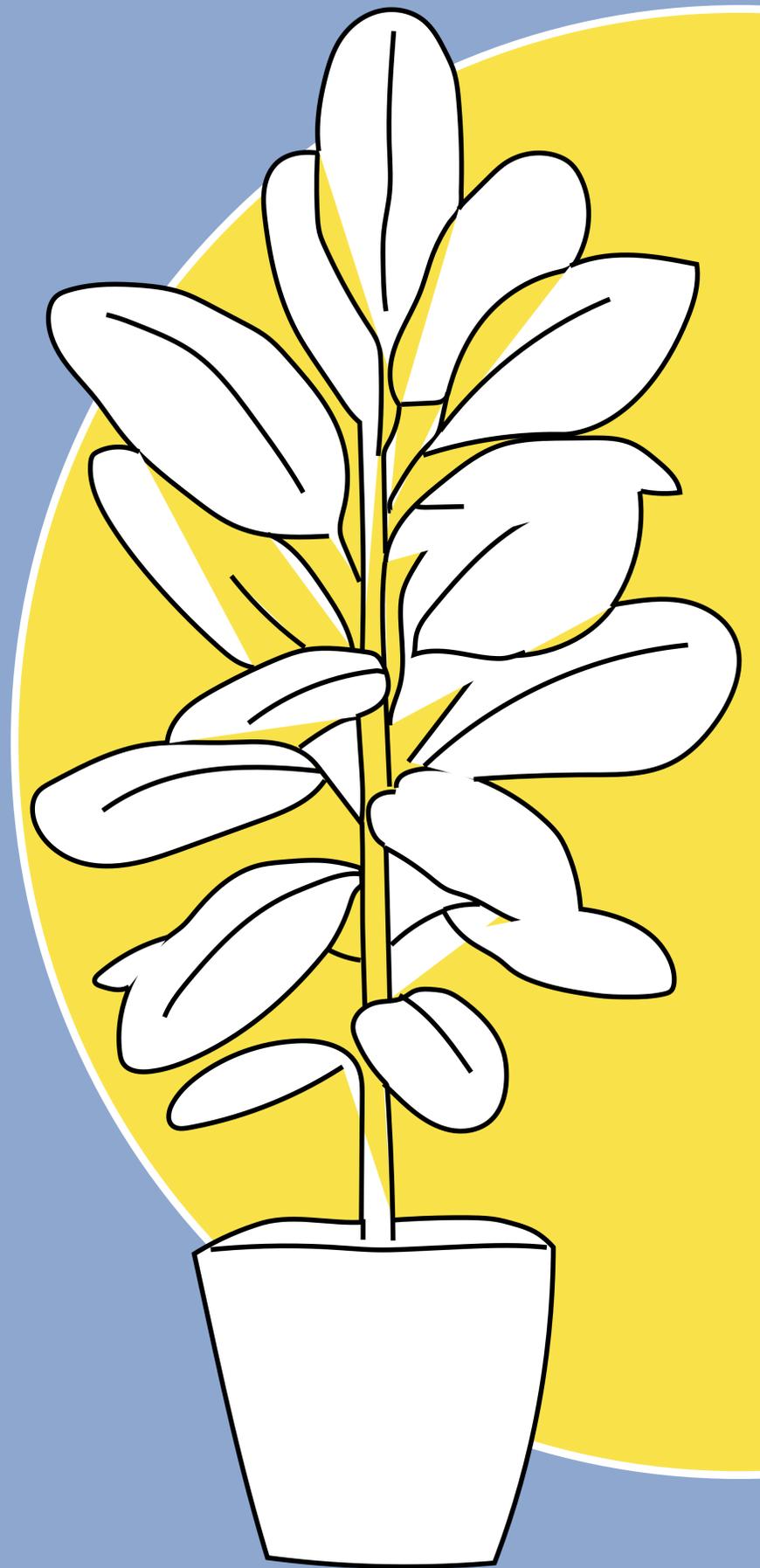
10. Turn on your camera

Where you can, using your camera on video calls is really important to see and be seen. Even if you don't need to see other people, it may help others to be able to see you!



11. Change of scenery

Even with a good workspace, you can begin to feel a little boxed in. Try working in different places round the house. Catch up on work in the lounge, take a call in the garden...



12. Be prompt



Remember when everyone is remote, being on time for meetings and calls takes on another dimension. Please also try and respond to requests in a timely manner to avoid of your colleagues feeling isolated.

13. Wind down...

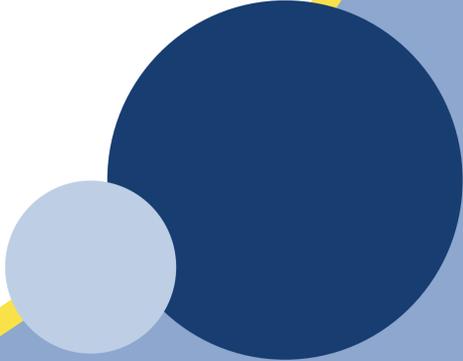
If you're no longer commuting, you've likely lost some "wind down" time – this can sometimes mean a grumpier version of you once you've switched off for the day. Try and find new ways to wind down. Go for a walk, watch some YouTube, listen to some music, meditate...





Support and Communications

If you have any concerns or queries, please engage with your manager or contact the email mailbox **Wellbeing at ECS**
<Wellbeing@ecs.co.uk>
in the first instance.



Stay safe,
stay social,
& we hope
to see
you
soon.

