



# Top Tips for Remote Working

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[www.visualsoft.co.uk](http://www.visualsoft.co.uk)

# Introduction

At Visualsoft we've been lucky enough to operate a flexible approach to the way we work, and have allowed our team to work from home when needed since 2014. With lots of businesses currently working from home for the first time, we thought we'd pull together some useful considerations and suggestions on how to make remote working as simple and effective as possible for you and your employer.

The key ingredients for productive remote working are:

- Optimum communication across your team
- A good set up of workspace and technical equipment
- Following a 'business as usual' approach
- Maintaining a positive and collaborative attitude
- A strong focus on Health and Wellbeing
- A good level of self-discipline

# Top Tips for Remote Working



## Work Mode vs Home Mode

Set yourself up for a workday, the same as you would working from the office and get fully dressed. This will not only help you flip the mental switch from home to work mode, but will ensure you are prepared to attend an impromptu video call with your manager or clients.

Let your family and friends know that whilst you are working from home you are off-limits during your scheduled work hours. This will help make the transition to home life easier, once you finish your working hours.

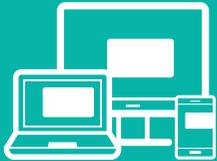


## Maintain a routine

Our morning commute will often help us feel awake and ready for the day ahead. At home, you may be missing this kickstart so in order to combat this, try jumping straight into your to-do list. Unnecessarily prolonging morning activities such as breakfast can be a real contributor to morning sluggishness and will wear down motivation.

Structure your day into what you would like to achieve each day with realistic goals. Using your Google calendar and reminders can help with this. Most importantly, if you do create a schedule, try and stick to it. This can help combat feelings of being overwhelmed and can help reflect on your working day.

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## Get your Tech in order

Good working technology forms a key part of working from home. Be sure to have all the equipment and access you may need prior to working from home and where possible, testing everything works to a satisfactory standard.

Consider that having the correct technology up and running smoothly, can help considerably lower your own frustration and will prevent you from feeling disheartened before even starting.



## Take breaks

We may feel the pressure to be available 24/7 whilst at home and forget to take breaks to fully switch off. However, it is vital to take regular breaks as our brain, similar to any other muscle, needs to rest from time to time.

Going for a short walk, stretching or reading the newspaper before getting back to work can help us refresh our minds and re-energise. Equally, it's important to stick to your regular routine and take a dedicated lunch break.

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## Keep active and healthy

Working remotely, particularly from home, can tempt us to become resigned to the sofa, whilst getting on with our work. Whilst we do recommend being as comfortable as possible, there are a lot of benefits to keeping active and eating healthily.

Make a conscious effort to stand up every 30 minutes to stretch your chest and extend your spine to reverse the hunched position of sitting. Meal prep lunches, as you would on a working day from the office, to resist the temptation of unhealthy snacking throughout the day.



## Health and Wellbeing doesn't stop at the office

At Visualsoft we place great emphasis and focus on the health and wellbeing of our employees. Of course, this applies also to any home or remote workers.

Our Employee Assistance Programme (EAP) provided by BUPA can be accessed remotely and provides a whole host of support services for not only those requiring Mental Health guidance and support but also for topics such as management of finances or stress management.

Whilst we actively encourage open communication within the business, our EAP can offer fantastic support for any of our employees, no matter the workplace or circumstance.

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## You're not alone

The prospect of working remotely can be daunting to some and may leave us struggling to get accustomed to the change, particularly when working remotely for a prolonged period of time. Conserving as much normality as possible is important, so make sure to stay in touch with your colleagues to avoid isolation and an impact on morale and productivity.

Opt for phone or video calls where possible to maintain interaction and avoid a feeling of isolation.



**Top Tip:** Why not take your coffee break viral? Log on with your colleagues to engage in social and fun activities!



## Keep up good communication

Clear communication is the key to successful homeworking. Make sure to maintain regular contact with your line manager and be sure to clarify expectations. You may choose to ask your manager for daily catch up calls just to kick off or wrap up the day. Consider also using communication channels such as Slack, Skype or Google Chat to facilitate communication with your manager and team.

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## Manage Distractions

Whilst for some of us homeworking is a welcome relief from office distractions, for others the familiar environment at home can also pose a major distraction. Depending on the circumstance, you may have a partner working from home also or children to mind whilst also trying to carry out work. Consider possible distractions and aim to put plans in place to limit these interruptions.

Working from home with children can present itself as a juggling act, but it certainly does not need to be a cause of anxiety. We're in the process of producing a guide for parents on remote working, so keep your eyes peeled!

Social Media and phones form an essential part of some of our work, but try and refrain from using your personal accounts during work hours. Instead play background music or an audio book, as this has been proven to heighten focus.



## Keep motivated

Working from home, particularly over a longer period of time can be daunting for some and given the distractions can often lead us to lose motivation. In order to combat this, we advise celebrating your wins.

Focus on all the things you have achieved that day, rather than dwelling on what you haven't achieved. Again, creating a structure and schedule will help establish your objectives for the day and working towards achieving these. Most of all however - be realistic and not too hard on yourself!

At Visualsoft we pride ourselves on our forward-thinking, innovative approach to remote working and we believe that with above guidance in mind, remote working can be an effective and simple tool to ensure business continuity as well as employee engagement and satisfaction.