



Tips for Working Remotely

Created for the employees of the Catholic Diocese of Manchester
in response to the COVID-19 Pandemic

DIOCESE OF MANCHESTER



Regular Hours

Keep your normal office hours and act as though you're going into the office



Get dressed!

Sounds simple, but it will make a difference



PLAN!

Create a regular work routine or plan for each day and write it down



Ground Rules!

Whether kids, spouse or others, let them know your schedule and expectations



Schedule breaks & get outside!

Don't sit there all day – get up, move around, get outside and get some fresh air... This will make you more productive!



Ask for what you need

Let your supervisor know what you need to be successful



Create a dedicated office space

Carve out a space in your home that is truly just for work and that you can "leave" at the end of the day



"Socialize" with colleagues

Use chat functionality and email to keep connected with your colleagues and to lessen the feeling of being disconnected



"Show up" to meetings & be heard

You'll need to be a part of ongoing meetings via phone and video-conference. Participate!



Get Face Time

Use for virtual meetings



Training Opportunities

If you are done with the work you can do, seek out free trainings online



Overcommunicate

Let your team know your schedule; check in regularly



Stay Positive

This is new for all of us...
This too shall pass



Take advantage of your perks

Enjoy your coffee, get your meals prepped for dinner... it's okay to do an occasional



Plug In

If you can literally "plug in" to a connection vs. WiFi, do it – it will be stronger and faster



Leverage technology

Microsoft Teams... there are many tools you can use.



Become proficient with Email



Don't be too hard on yourself

Working remotely may be new to you – be patient with yourself



End your day with a routine

Leave work at work and set your boundaries to go "home" when you're done for the day!



Make it personal

Figure out what works for you

When in doubt, ask for help from your supervisor!