

# Working remotely - Tips & Tricks

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April 2020

In our changing world many of us are finding ourselves in the unfamiliar situation of working from home. The Hubshare Team have banded together with our clients and partners to bring you some handy tips to help enhance your experience when working remotely.

## CREATE THE RIGHT ENVIRONMENT

Having the right environment to work in is highly important when working away from the office. Ensuring you have a quiet area, with the appropriate tools and a comfortable set up makes all the difference.



If you can, have a separate area to work in to avoid distractions from the rest of your household - Yes, this means no sofas! This way, you can physically move away from your desk for breaks and forces you to move around more.

*David - Head of Client Services*



You could use your dining room table as your desk and ensure everything you might need during your working day is there i.e. laptop, phone etc. The key is to be prepared for the day ahead.

*Alyson - Client Engagement Analyst*



Music can be helpful for motivation and to 'Get back in the flow' but, be careful when choosing the genre. Speechless music can be helpful when you need your full concentration and you don't want loose your train of thought! Make sure your space is clear for less distractions = clear mind and more focus.

*Pierre - DevOps Engineer*



Try to make sure pets are kept out of your work environment to avoid little distractions from them! Make sure your set up is comfortable. Choose a chair that you can spend time sitting in or add pillows for extra back support depending on your needs.

*Baptiste - R&D Manager*



- Ensure you have a decent internet connection, or work will become frustrating and cumbersome.
- Invest in a monitor or hook your laptop up with your TV screen.
- If you find yourself 'Kitchen table-bound' a good chair is essential. Gaming chairs off Amazon are ideal & cheap.

*Sue Hudson, Legal Secretary, New Milton*



## TAKE EACH DAY AS IT COMES

It's important to make sure you get enough breaks in throughout the day. If you're glued to the screen all day, you will burn out and become fatigued.



Getting fresh air is especially important now. Have your morning coffee or tea in your garden or on the balcony, or even just sat next to an open window. Set yourself 'lunch times' to help stick to a routine and ensure you have food breaks.

**Ram - Technical Support Analyst**



Speak to your family or house-mates during your breaks too, and ask them how they are doing, it's crucial that we look out for each other.

**Alyson - Client Engagement Analyst**



Stretch during your breaks. You're not used to sitting in a chair all day and you are not commuting to your office. Try yoga or a light workout in the mornings to wake yourself up and add a bit of variety to your day.

**Pierre - DevOps Engineer**

## ROUTINE, ROUTINE, ROUTINE!



Don't stay in your pyjamas all day, make an effort to change so that you're ready to start the working day. You'll feel more refreshed and when you clock off you can change into your comfy clothes to relax. Make sure you set yourself 10-15 minute breaks throughout the day so you can stretch and take your mind off work.

**Damian - Co-Founder & VP of Sales**



Create yourself a routine and plan your day. Lay out what your day will include, and this will help structure the day. Listing tasks, both work and person, is great as you can work your way through them and tick them off when completed. You will feel accomplished and look forward to your breaks.

**Alyson - Client Engagement Analyst**



At the end of your working day, turn off your laptop and put work out of sight (out of sight, out of mind) change out of your clothes, move away from your desk and do something away from a screen.

### **Break and evening activities:**

- Go for a run or walk your dog
- Garden or cook an exciting new recipe
- Get creative - Do some drawing, painting or sowing
- Finish a puzzle or have a 'Pub' quiz with your family or colleagues
- Spring cleaning
- Home workout – there are hundreds to choose from online

**Rebecca - Marketing & Sales Executive**



## Partner Insights from Systems Auditing Inc.

Try to stick to your usual schedule. This includes waking up when you normally would, eating breakfast, showering and getting dressed. With the time that you save not commuting into work, do something non-work related that's productive such as exercising or reading a book. Once you 'get to work', try and avoid distractions by telling your kids (and pets) the hours you work and when your breaks are. After you've finished working, put all work-related objects aside and spend time cooking a nice meal, exercise or do an activity. Make sure to sleep at your usual time, routine is so important to keep your mental health on track.

## STAY CONNECTED

Staying connected online or via phone has never been so important and we need to adapt to ensure we are reachable by colleagues and clients in the simplest and quickest ways possible. You'll also notice some people will start to work around the clock rather than sticking to business hours and it's key to make it clear when you're available to avoid broken communication.



Don't isolate yourself, even if you don't need help from colleagues you don't have to limit your communications to just work. Have general conversations about your day and catch up.

**Top Tip:** Keep your mobile on you to ensure you're reachable

*Ram - Technical Support Analyst*



Small things won't go unnoticed. Checking in on your colleagues is vital to keep up team morale and to ensure no one struggles on their own. Working from home you miss out on downtime with your team, but it's all possible online too and can really brighten up your day. Team quizzes and video calls are great for this.

*Rebecca - Marketing & Sales Executive*



Try to stay connected throughout the day and even try to reach out to those you wouldn't usually talk with.

*Alyson - Client Engagement Analyst*



We are doing lots of video calls to each other, daily management meetings and working on innovative ways to carry on working in the current climate when normally our users would need to be out on a client site carrying out audits, so we are now recording these via Fuze.

*Niall (Head of IT) – Moore Kingston Smith*



Keep connected to your team to keep up the office banter, video conferencing is effective for this too. Try to take regular breaks away from your PC too.

*Yvette (IT Director) – Bournemouth based Law Firm*



**Pro Tip:** Make sure you cover your web-cam when it's not being used! You don't want to accept a call to find it's a video call and find yourself caught unexpectedly on camera...



## USE THE RIGHT TECHNOLOGY

Having the right tools at hand can make a world of difference to your day and could be the difference that shows your clients how prepared you are to tackle this change.

**Collaboration Tools** - Vital to keep in touch with your client's and internal teams efficiently. You're going to be sharing and accessing many files, assigning tasks and tracking projects, having one centralised area to control all of these aspects makes it less daunting and easy for everyone to stay on top of projects.

**Video call software** - Finding the right software for all your important calls is key. You're going to be using this a lot, so you should ensure it's reliable, easy to connect to and widely recognised.



- When contacting a support team, make sure to give them as much information as possible. Leaving them to search for contact numbers or not elaborating on the issue, adds an extra step and slows them from helping resolve the issue.
- If someone asks to have a video call – make the call. Voice and video calls aren't just for work, they can act as a powerful support tool.

*Dave Hassall – Bournemouth based Solicitors*

## WORKING WITH CHILDREN

Children, like most adults, respond well to routine, so as you create your plan for the day, set out a plan for your child. Plan your breaks to include activities with your children, i.e. doing portraits of each other without looking at the paper for 5 minutes. Setting challenges and goals are great to keep them busy and engaged, and make sure tasks don't last too long to avoid boredom.

### Activity ideas:

- Nap time
- Movie marathon
- Plant seeds and have them look after them
- Be creative, get your arts and crafts out and ask them to make presents for their grandparents
- Let them join in with your workout routine and help cook
- Read a book
- School work
- Create a fort
- Easy science experiments

## BE POSITIVE

Many people have been working from home full time for years, so it's achievable. You just need the right attitude, tools and working environment to get there.

### Consider the benefits:

- The freedom to blast our your own music
- No commuting time - Saves time, money and reduces pollution
- Reach out to old friends
- Learn new skills and try new recipes
- Spend more time with your family and pets