

### Practical Remote Working Tips



- **Test to make sure everything works.** Do your staff have the right kit? Invest in a headset and decent camera. For the sake of £20-£30, it makes all the difference.
- **Turn the camera on.** For some people, it may be the only chance (other than what seems like an endless list of Zoom quizzes with family) to see people. The importance of a visual connection can't be underestimated.
- **Get dressed.** Do your hair, blur your background if needed – otherwise that becomes a distraction for others in itself.
- **Mute yourself when not speaking.** As I'm sure you've discovered, working from home brings lots of distractions, whether it's the neighbours having building work done or the washing machine in the background, imagine that times 10 or 20 for everyone on the call.
- **Don't forget to unmute!** Forgetting to unmute when talking brings its own challenges – when you think everyone's being really rude and talking over you.
- **Focus like you're actually there.** You wouldn't start scrolling through facebook in a f2f meeting, so no need to do it online. From a manager's perspective, this means engaging with people, asking opinions and questions directly if needed.
- **Try and keep pets and distractions away** – but don't stress about it and don't stress about others doing it. I use a spare bedroom/office and I can shut the door but it's not that easy for everyone.
- **Be organised.** In the same way you would for a normal meeting. If you're going to share your screen/documents, make sure you have everything available. Close anything down you don't want people to see e.g. your personal finance spreadsheet or what you're planning on ordering from Amazon today.
- **You can also turn on 'do-not-disturb'** to stop any unwanted notifications popping up.
- **Ask everyone to join a couple of minutes beforehand,** so you can start on time. Invariably, the first couple of minutes is spent chatting and that can be important too.

### Useful Links

#### Health

[Mental Health Network - Coronavirus and Isolation Mind - How to support yourself and your team](#)  
[NHS guidelines on how to sit at your desk correctly.](#)  
[NHS tips for working from home](#)

#### Miscellaneous

[Thomas-Kilmann Test](#)  
[Some light relief - remote working fails](#)

#### Financial

[Working from home tax relief](#)  
[Homeworking: Expenses and Benefits](#)  
[How much money remote working saves](#)



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