

# WORKING REMOTELY TIP SHEET

As the workplace continues to change, we have put together these tips for co-op students working in remote or hybrid roles to ensure your success on a work term.



## HAVE A DEDICATED WORKSPACE

Set up a space that you associate with work. Do your best to ensure it is ergonomic, quiet, and free from distractions.



## GET DRESSED

Getting ready as you normally would for work helps to maintain a professional approach. It will put you in the right frame of mind to be productive and you'll look professional for any spur-of-the-moment video calls.

## TAKE BREAKS

These should be both mental and physical. Keep them short and space them out throughout the workday. Get up from your desk, have a healthy snack or go for a walk. Avoid electronic devices and social media.



## COMMUNICATIONS

Communication is key in any work environment, but it is vital when working remotely. Provide your employer with regular updates on your tasks/projects and seek advice/input to ensure you are successful in meeting your employer's expectations and accomplishing the goals you have set. Stay connected via email, messaging, video conferencing, and phone.



## ENSURE YOU HAVE THE NECESSARY TOOLS TO WORK EFFECTIVELY

Confirm with your employer the types of technology you'll need to perform your job and make the necessary arrangements to secure what you need.



## ADHERE TO A SCHEDULE

Establish a routine by starting and ending your workday at the same time you would as if you were reporting to your place of employment each day. This will help create a sense of normalcy, allow you to be productive and your employer will know that you're available.



## SET GOALS & LEARNING OUTCOMES

Setting daily/weekly goals will help keep you on track to meeting your employer's expectations and your own career development goals. Share your learning outcomes to ensure they are realistic and relevant to your duties and your employer's expectations. Be sure to regularly communicate your progress with your employer.



## WE ARE HERE TO HELP!

If you need support during your work term, be sure to reach out to your Co-op Coordinator. Additionally, the Department of Student Wellness offers services for your health and wellbeing: [wellness.uoguelph.ca](https://wellness.uoguelph.ca)