

WORKING REMOTELY TIP SHEET

These are unique times for everyone. As a University of Guelph co-op student, you're probably facing a different kind of work term this summer. To help with this, we've put together these tips to ensure your success while working from home:



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.



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.



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.



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.



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 the electronic devices and social media.



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.



COMMUNICATIONS

Communication is key in any work environment but it's vital when working from home. Provide your employer with regular updates on your tasks/projects and seek advice/input to ensure you're successful in meeting your employer's expectations and accomplishing the goals you've set for yourself. Keep in touch via email, phone calls and video conferencing.



WE ARE HERE TO HELP!

If you need support during your work term, connect with your Co-op Coordinator, refer to Experience Guelph or check out the Gryphon Family portal to access the numerous resources available to support you.

As has been said many times, we are all in this together. We are here to support you as you navigate this work term experience. We will assist in any way we can to ensure a positive work experience for you and your co-op employer.