

If you already work remotely, you'll know that it's important to make a special effort to stay connected, organised and efficient. As millions of people discover the joy (or otherwise) of remote working, we share a few tips on how to make this work.

**1** Take time to look after yourself, every day

**2** Care for your team – small things carry weight

**3** Watch out for family, friends and community

## You: Work to stay happy, healthy and connected

- Keep a routine** – get up, get dressed, make your bed, get ready for your day. Get outside if you can
- Reinvent your commute** – do something deliberate as a “journey to work” – try a virtual commute on Sydney Harbour!
- Get set up** – sit at a proper desk/table, and if you can use a full size keyboard and screen, as well as a headset for calls

## Your team: Stay close, open and optimistic

- Eye to eye** – hold quick, 15 minute general catch-ups via video. Bring coffee, pets or a favourite hat – or a drink on Friday!
- Heart to heart** – small things go a long way, so don't hold back in asking or offering things that might really help
- Shoulder to shoulder** – Talk openly about challenges and don't promise what you can't deliver. Your team will amaze you!

## Your community: Remember we're in this together

- Phone a friend:** Make video calls to check in on your friends. You'll lift their spirits and your own too!
- 50:50:** A problem shared is a problem solved. Share challenges with your friends and family – they may be able to help
- Ask the audience:** Say good morning! Communities may be in lockdown, but there's no ban on speaking to each other!

## Seek the positive!

- ★ Yes, your commute is now much shorter!
- ★ Have coffee via video with anyone, anywhere!
- ★ *You* can choose the music or radio station!
- ★ Have team drinks on Friday via video!
- ★ You can see more of your children (home schooling coming...)
- ★ Air pollution has dropped massively!
- ★ Listen to Berlin Philharmonic free!

Though we're living in extraordinary times, the disruption will end. Use some of the time you've saved on your commute to learn a new skill or pursue a new hobby. Normality will be back soon enough!



A good headset  
and mic

Zoom (yes,  
it's the best)

A mini phone tripod  
for video calls

Pottinger