



# 5 Tips for Working Remotely

## 1. Keep Your Regular Hours

Keep to the schedule you had before (or set one if you did not already have one). Keep in mind needs with respect to team efforts. Incorporate flexibility to allow for disruptions. Schedule breaks and take them.

## 2. Maintain Your Regular Routine

Maintain your evening and morning routines (wake up time, morning “ritual”, tea break, bed time etc.). Get dressed like you would on a regular day. Maintain activities that help you get started or wind down.

## 3. Stay Engaged

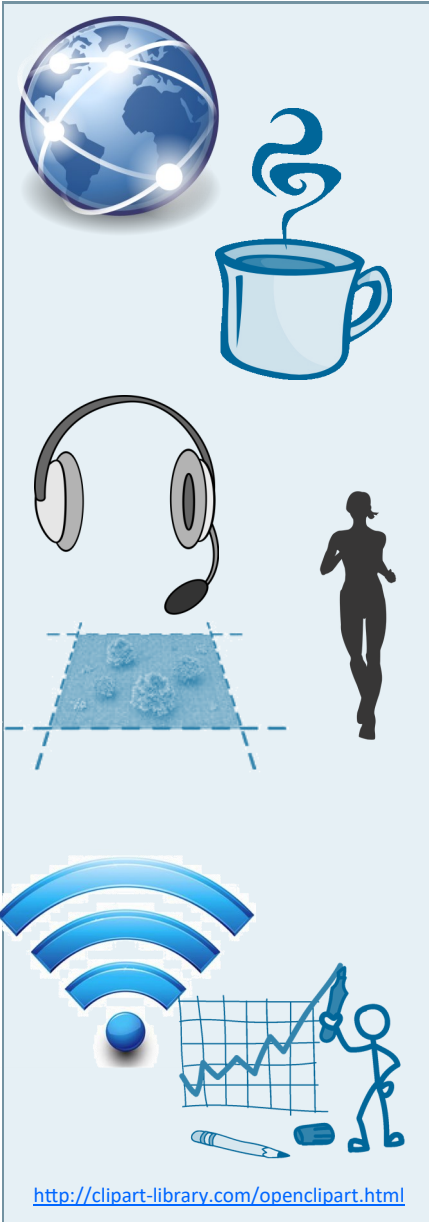
Show up to virtual meetings (and contribute). Stay connected with colleagues, fellow students, family, friends, and others. Go outside or take a walk (as or if permitted). Organize or join virtual activities (e.g. an online fitness class).

## 4. Set Boundaries

Set rules for others sharing space with you. Keep a dedicated space for office/class/research work as applicable. Maintain separate communications (personal vs work related) as much as possible.

## 5. Strive for Efficiency

Ask for what you need (within reason). Ensure your technology is reliable. Use a VPN. Maintain communications (better to overcommunicate). Expect that it might take you longer to get things done. Rest and take time off if you feel sick. Take care of yourself and your loved ones, be gentle with yourself, stay positive, embrace the experience.



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## References

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