# Remote Working: The Basics in Place

Remote working might be new for you and a bit uncomfortable to start with. While you will need to establish certain boundaries and structures, and become a lot more self-directed, your ways of working will not necessarily change dramatically. How to set-up your remote working place? With these practical tips and tricks you will have the basics in place to become a successful remote worker.
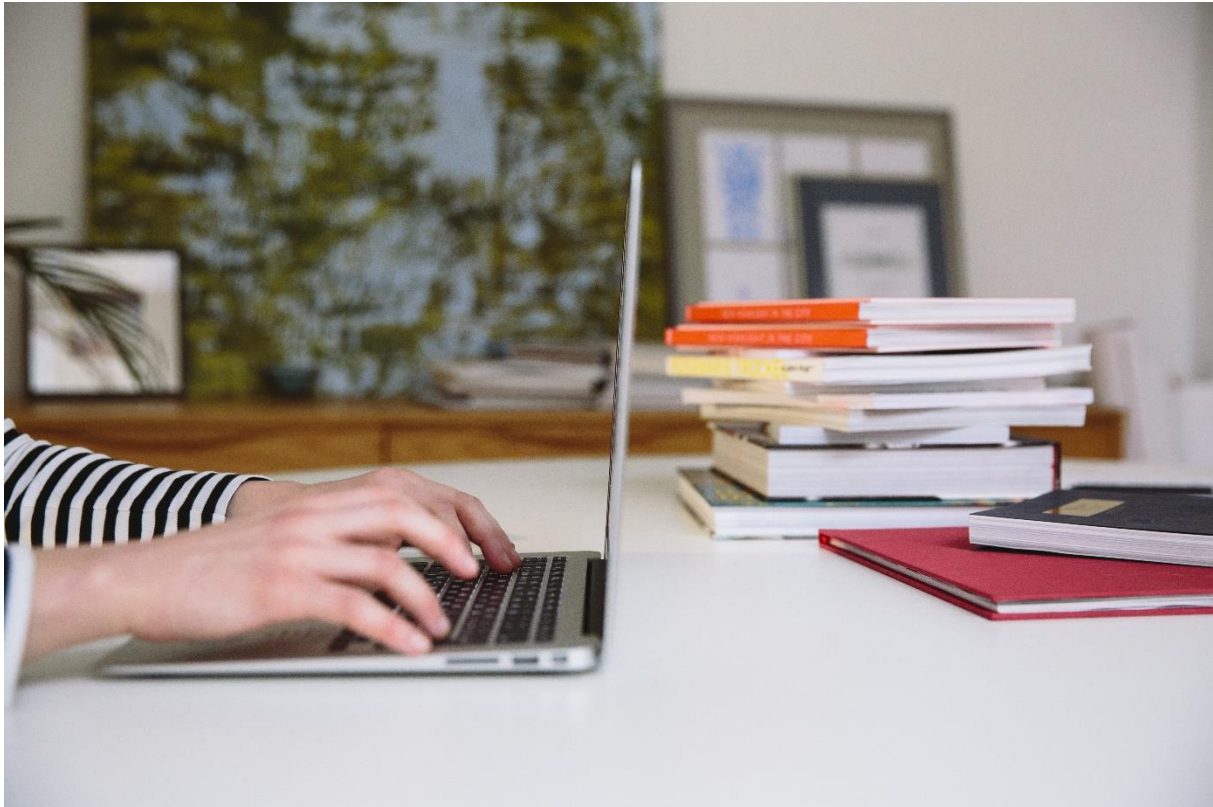
Have a dedicated work space
For your own mental wellbeing, try to separate work and personal time as much as possible. Setting a dedicated work space in your home is key to achieving this, as it can help provide a physical boundary between work and downtime. A regular, stable working environment can help you tap into focused deep work, and remove the need to constantly set-up your gear. To avoid physical grievances, make sure your home work space is set up ergonomically. Do not work on the couch or in bed, but at a table. Purchase a laptop stand and external mouse and keyboard if possible, so you can sit up straight and will not suffer from neck and shoulder complaints.

Establish a loose day structure and eat your frog first
Sleep in and then climb behind your laptop in your pajamas? Not a good idea. The flexibility of working from home can be attractive, but it still needs some basic structure to be workable. Shower, dress up like you normally would and give each day a loose structure. It's a good idea to eat your frog first: start the day with your most important and most impactful task. In case you need help getting started, time blocking can help. Dividing your day into large chunks of focused time with some time pressure.

Set availability hours
With all communication moved to a digital setting, you will likely be flooded with emails, calls and notifications throughout the day. Many people feel pressured to be immediately available for

everything, to make up for their physical absence. How to protect yourself from distraction to make sure you get things done, while ensuring you are an available colleague? Set time for managing communications. Create hours for checking your inbox, and communicate them to your colleagues so they know when you're available to help them during the day.

Take breaks (often!)
It may sound silly, but when working from home, people tend to work a lot more than you normally do in the office. You do not chat with colleagues, the coffee machine and toilet are never far away and the lunch break is usually shorter than at the office. You should not feel guilty about taking breaks! They are an important part of managing your energy and necessary for your work. Do not fill these breaks with new stresses. Go for a walk, change your scene, or do something completely unrelated to your work.

Have a set end to your day
When work makes its way into your own home, you will experience that a healthy work/life-balance can be a challenge. You need to set boundaries so you know when daily work is over. You actually have to commit to "disconnecting". Resisting the urge to check email and new messages during your time off. Practical tips? Schedule a (home) workout at the end of the day. Or write a quick structure and to-do-list for the following day. This helps you to get peace of mind and pick up straight from where you left off the next day.

Advocate for yourself
It may feel strange at first, but working remotely it is important to advocate for yourself. Showing the progress you have made and broadcasting your achievements. Without this, people will not know what you have worked on or what impact you have made in the past week. Make sure your team has a weekly update to share updates, wins and questions.

Socialize proactively
As a remote team, personal interactions are hugely important, so be proactive about working them into your day. Start a meeting or e-mail by asking how your colleague and his or her family is doing, post pictures of your home office or organize a remote lunch or Friday afternoon drinks via video. Whatever it takes to sustain team community virtually.