



QUICK TIPS FOR REMOTE WORKING

ORGANISATION &
TIME MANAGEMENT

DEVELOPMENT PROGRAMME

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Whether you're working from home, home schooling, catching up on lectures or working remotely for other reasons, it can be quite the adjustment from a classroom or office setting. Although working remotely gives you lots of flexibility, it's important that you have the right working space, mind frame and routine in place.

TOP TIPS FOR REMOTE WORKING

DESIGNATE A WORKSPACE_

It is easier to stay mentally focused if you designate a specific area in your home to get work done. Ensure your space is free of clutter and don't use your bed as a place to work – it's important to keep this a place of rest. If you can find a spot that provides a lot of natural light, even better. Also, if you will be making video calls while working remotely, make sure you have a background that you won't mind having others see.

CREATE A COMFORTABLE ENVIRONMENT_

Make sure you have the right equipment at home so you can be efficient and productive. Free yourself from distractions – an area with a closed door would be ideal, giving you privacy when talking with teachers, peers or colleagues. Try to make your workspace as comfortable as possible, whether that includes a scented candle, soothing music, family photos, or a potted plant.

KEEP A ROUTINE_

Be clear about when your working day begins and ends and take breaks to refresh. Keeping punctual is vital for the transition from relaxation to work mode as it's easy to let yourself be 'always on' when your home and work are the same space. Think about having 'core hours' and then switch off to avoid burnout.

CREATE A SCHEDULE_

Set a reasonable time frame for each subject/project and allow yourself enough time to complete it. Complicated tasks require more time and so allow yourself that additional attention. Note down important dates for assignments due or deadlines; this will make it easier to create your schedule and prioritize. Set a break after each task for closure and

enough time to re-energize for the next one. Don't complicate things by juggling different tasks at the same time!

WRITE A DAILY TO-DO LIST_

Writing down tasks first thing in the morning will allow you to set your intentions for the day and feel motivated to fulfil them. Write out every task, big and small, that you want to complete and highlight your top three priorities for the day to keep you focused.

STAY CONNECTED_

Contribute regularly to team chats/ emails so you don't drop off the radar. Ask how your fellow classmates or colleagues are and share your own news. Being physically separated means you also miss the non-work-related conversations, so use this as a way of keeping informed.

HAVE OTHER ACTIVITIES PLANNED_

As well as waking up on time and attending online lessons or meetings, it's important to schedule some sort of exercise and time for hobbies and non-work-related interests. Plan out activities that will help you take your mind off working, rest and recharge. You could bake, watch a movie, call friends and family or go outside for a walk.

ASK FOR SUPPORT WHEN NEEDED_

Speak out when you need assistance, further training or support. Your teacher or manager, peers and you are part of a team and should be supporting each other, especially remotely.

MAKE REMOTE WORKING WORK FOR YOU_

Change where you sit, put on music, whatever helps you work. And enjoy the perks – no commute or uncomfortable clothes, and all your home comforts!

We're proud to be the only charity set up in memory of Diana, Princess of Wales, and her belief that young people have the power to change the world. It's a big mission but there are two things within it that we focus our charity's efforts on – young people and change.

Throughout all our programmes and initiatives, 'change' for and by young people is central. We celebrate this by recognising young change makers with a Diana Award, the most prestigious accolade a young person can receive for their social action or humanitarian work.

We hope you found this resource useful and wish you all the best in your social action journey. If you would like to help us create more resources and recognise even more young people with a Diana Award, you can make a donation by visiting <https://diana-award.org.uk/donate/>



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