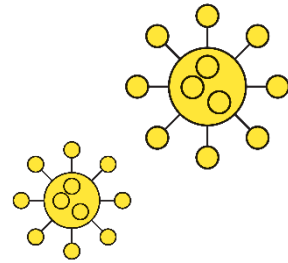


NZDF COVID-19 NAVIGATING REMOTE WORKING



This remote working ain't too bad is it? No alarm clocks, wardrobe decisions, commuting through traffic, running for the train, forgetting your umbrella, running late again, and another day with your colleagues and their annoying habits – pretty good right?

Are you finding it's harder than you thought? Connectivity issues? Don't have the right tools to do your job? Hard to separate work and home? Struggling to get things done? Unclear what your role is and how you can contribute? Trying to juggle other things going on in your life, your colleagues? No time out for the team quiz and lunchtime gym circuit? Maybe even feeling guilty you're not getting achieved what you might at the office?

Remote working is different for most of us and the novelty can wear off pretty quickly. Especially when your office is also your home, your kid's school and after hours centre, or you have a lot of distractions and other things going on in your life. Everyone's circumstances will be different and what you are able to do and achieve working remotely will be different too.

- ✓ **Talk with your manager** about your personal circumstances, what work you can do and the tools you need to do your job.
- ✓ Remember **Health and Safety** requirements as you set up your workspace.
- ✓ Try and keep **separation between your 'work' space and your living space** that is the rest of your home. Remember when you are at work, you are working, not distracted by the fridge, social media, internet shopping or the TV on in the background.
- ✓ **Structure your day** and break your workday into manageable chunks – work for a period and then have a break to do some tasks that need to be done at home e.g. kids time, family time, virtual team coffee time, walk around the block, exercise etc.
- ✓ **Schedule team catch-ups and keep connected**. Agree how you are going to keep connected and how often.
- ✓ If you are **not sure what you should be doing** or don't feel there's enough to do – speak to your manager.
- ✓ If you are **feeling frustrated you are not getting done what you need to at home** – are you being realistic about what is achievable? Recognise that you are doing the best that you can. If you are still worried talk to your manager.
- ✓ **Taking time to talk with and support your family /whānau** is an important part of your day and will take some of your energy. It's important you prioritise this in your day & take notice what time of the day you have more energy and if possible focus your work around these times.
- ✓ If you are **feeling lonely** or struggling with the isolation – let someone know. Pair up with a work buddy for a virtual tea or coffee at least daily.
- ✓ **Be kind to yourself** as there is a need to balance family during this time; one can't expect to be exclusively focused on work at home for a full work day. Use these breaks as mental breaks and recognise that you may not achieve as much as you hope.