

# TOP 10 TIPS to managing remote working

SPORT+  
RECREATION  
ALLIANCE

1



**Stay connected** – Daily contact with your team is a great way to check on each other's wellbeing, stay in the loop and enjoy personal contact.

2



**Manage loneliness** – Swap an email or instant message for a video call or phone conversation to overcome feelings of isolation.

3



**Ask for support** – At times of stress, we work better with support. Seek help from your manager or loved ones or contact a helpline for advice.

4



**Take a break** – Just as you would in an office, it's important to move! Stand up, stretch and alternate your posture frequently.

5



**Acknowledge your feelings** – We all respond differently; you may feel numb, sad, anxious, or worried. Check on others and be kind to yourself.

6



**Pay attention to your body** – Take notice of your body – pains and fatigue may indicate it's time for a break!

7



**Help others** – Make teamwork a priority by supporting a co-worker. Some teams will be busier than others and your help will go a long way.

8



**Maintain boundaries** – Make time and space for family and leisure; working from home can often blur these lines.

9



**Define your workplace** – Keep your work and personal life separate. Avoid working in your bedroom, while spending time with family & during meals.

10



**Maintain comfort** – An optimal work environment will help increase comfort. You'll be working in this space every day so make it a happy and healthy one!