Tips for WIL students: working remotely
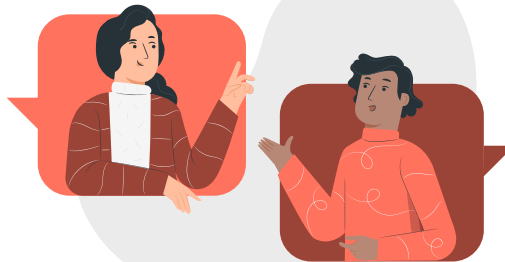
ACE WIL

COVID-19 toolkit

Be clear about expectations

- with your manager/supervisor, establish:
  - your core work hours and any flexibility
  - the frequency and schedule for check-ins and other meetings
  - if needed, how to advise of short interruptions to your availability or responsiveness, for example when you're taking a lunch break
- with your family or roommate(s), agree on how you will:
  - respect each other's privacy, workspace, noise tolerance and hours of work
  - handle interruptions
  - share household and family responsibilities

Keep to a schedule

- have a clear beginning and ending to your workday
- establish a routine that balances your commitments
  - core work hours
  - meeting schedule
  - non-work responsibilities
- adapt your schedule if you need to, and be sure to let your manager/supervisor and your team know of any changes

Prepare your workspace

- set up a workspace that supports your productivity
- create an ergonomically safe and comfortable workspace for your desk, computer, seating, and other equipment
- pay attention to lighting, sound, and the right room temperature
- limit distractions
- stay organized
- work outside for a change of scenery

Be intentional about connecting

- keep a running list of questions you can ask at your regular one-on-one meeting with your manager/supervisor
- arrange one-on-one video meetings with team members when collaborating on tasks and ask them to share any tips
- take advantage of opportunities to connect with colleagues socially
- continue to build your professional community beyond the workplace

Take care of yourself

- prepare yourself for your workday
  - clear your mind of clutter
  - reflect on your intention for the day
  - show up in appropriate attire
- take small breaks throughout the day to move around
- use mindfulness to calm the mind and reduce stress
- understand your rights and responsibilities and advocate for yourself if necessary

Association for Co-operative Education and Work-Integrated Learning BC/Yukon

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Tips for WIL students: getting work done

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Prioritize your work tasks

❯ determine the 2-3 most important tasks for the day and focus on these first
❯ prioritize based on importance and urgency
  • first focus on important and urgent work
  • then move on to important, non-urgent work
  • avoid tasks that aren't important (even if they seem urgent), or deal with them at the end of the day
❯ prioritize the most valuable work
❯ estimate level of effort and start with those that will take the longest
❯ be flexible, realistic, and know when to stop work on a task that's no longer a priority
❯ take stock at the end of the day and plan for tomorrow

Block time for focussed work

❯ important work often needs deeper thinking and more focussed concentration
❯ book a block of time (90 minutes is recommended) in your schedule, as if you're attending a meeting. This will signal that it's time to dive into the work and you aren't available to respond to emails or other interruptions
❯ try the Pomodoro Technique
  • focus your work in 25-minute bursts using a timer
  • take a 5-minute break
  • repeat up to four times before taking a longer break
  • use an app to help, such as Focus To-do (Android) or Focus Keeper (Apple)

Tell people what you're working on

❯ stay connected, whether that's through daily 'huddles' or online collaboration tools
❯ let people know what you're working on to avoid wasted or duplicated efforts.
❯ be alert to changing priorities and deadlines that may have shifted

Optimize work to match your energy levels

❯ spend a week tracking your energy throughout the day and note when you're best able to concentrate
❯ block your time accordingly, so that you're working on the important tasks that require deep-thinking while at your peak
❯ leave simple, repetitive tasks for other times of the day

Use productivity tools

❯ if available, use your workplace tools for managing projects
  • ask about creating a private space within those tools for your own tasks and tracking
❯ use free apps/tools to help you to succeed
  • project management/planning tools, such as Basecamp, Teamwork or Plan
  • kanban-style tools for tracking and visualizing projects and workflows, such as Trello
  • idea tracking and note taking apps, such as Evernote and OneNote

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Tips for WIL students: working safely

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Understand your rights

❯ you are entitled to a safe workplace
❯ your workplace is required by WorkSafeBC to maintain and communicate their safetly protocols, including their COVID-19 Safety Plan
❯ if you have concerns regarding workplace safety, address them with your work supervisor
❯ if the workplace has not addressed your concerns or if you are unclear about your rights, connect with your WIL coordinator

Transitioning from remote work to in-person work

❯ workplaces have the right to expect you to work in person, as long as you are healthy and Safety Plans are in place and followed
❯ review the workplace's COVID-19 Safety Plan and requirements prior to returning to the workplace
❯ confirm when your workplace expects you to return any equipment provided for remote work
❯ notify your WIL coordinator of any change in workplace and discuss any concerns you may have with regards to being in the workplace or traveling to the workplace

Transitioning from in-person to remote work

❯ workplaces may requires you to shift to remore work, due to changing health guidelines
❯ clarify tecnology, network and equipment needs and alert your supervisor of any challenges
❯ with your supervisor, outline a structure to your work day, week and month in order to be prepared and productive
❯ notify your WIL coordinator that you have shifted to remote work

Limit potential exposures

❯ maintain safe physical distancing
❯ comply with safety protocols, including wearing masks, frequent hand-washing, and proper sanitization of your workspace and equipment
❯ be mindful of your own health and well-being to keep yourself and teammates healthy
❯ follow reporting procedures if you feel ill, even if it occurs during your workday

Requests to continue working remotely

❯ if you have personal health concerns or issues with immuno-compromised individuals in your household, you may need to explore your options with your workplace supervisor
❯ initiate the discussion by explaining your situation and offering alternatives to working on site, such as:
  • staggered work hours by starting earlier or later in the day
  • hybrid work week, with certains days at the workplace and other days working remotely
  • if you're a field worker, ask about a option to mobilize from home
❯ Advise your superviser that you will be updaing your WIL coordinator with your requests

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