

Tips for working remotely

Professional Support Staff



Each day



Get up at the same time & get dressed – don't stay in your PJs!



Start your work day at the normal time and take regular breaks



Pack up your computer at the end of the day – it's time to switch off



Reach out if you need anything, we're here to help



Be kind to yourself and monitor your wellbeing

Contact List

Colleagues to check in with each other

Your Manager

Tech Support if you are having trouble logging on

HR or EAP Assistance if you are feeling anxious