

Tips for Working Virtually - Week of 3.23.2020 (WFH Routine Tips)

Good morning DOR colleagues!

Beginning today, I will send out weekly remote working tips every Tuesday morning on behalf of the Project Coordinator Advisory Group. Each week we will share a couple tips and resources we hope you will find useful as we all learn how to best navigate our new normal! If you have specific areas you are interested in or resources you have found helpful, please feel free to email us and we will incorporate them into our updates.

Here's one article we think offers a good start:

<https://www.npr.org/2020/03/15/815549926/8-tips-to-make-working-from-home-work-for-you>

Some highlights from the article:

- Create a work from home (WFH) routine that works for you!
 - If you're distractible, get ready for work every morning like you are going to physically be in the office like getting dressed for work. Continuing your normal routines will help put you in a professional mindset.
 - Whenever possible, try to work at a desk or in a space that looks and feels like your office. Separating your workspace from your relaxing space can help tell your brain that it's time to work.
 - If you are the type of person who never takes a break at home, set a timer to take time for lunch or go for a (socially distant) walk. Getting a change of scenery throughout the day can cut down on feelings of claustrophobia and isolation.

*Please note that tip #6 in the linked article encourages using the webcam. We've checked with Christine Moreno and it is acceptable to use the video function for smaller groups. We don't want to put too much of a demand on our network.

Upcoming KP Learn courses of interest (Please visit KP Learn to register for free):

- *Presenting Virtually*
 - Thursday, April 2nd from 10-12 pm
 - Tuesday, April 7th from 10-12 pm
 - Thursday, April 16th from 1-3 pm
 - Wednesday, April 22nd from 10-12 pm
 - Tuesday, April 28th from 1-3 pm
- *Managing Virtual Teams 2020*
 - Thursday, March 26th from 10-12 pm
 - Tuesday, March 31st from 11-1 pm
 - Wednesday, April 8th from 12-2 pm



Photo by C. Grijalva