

# Hints and Tips for Working From Home on Work Placement

*When working from home during your placement, you can absolutely make significant contributions to the organization by working remotely. Below are a few tips to help get you started on the right foot.*



Routine is key  
Work regular office hours and ensure your colleagues know when you are available.



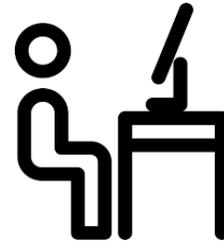
Avoid distractions - especially social media · Instead, schedule breaks throughout the day to allow yourself time to step away. This will help you stay focused on work tasks.



Prepare for the day as if you are going to the office  
Dress professionally and be ready for any video calls that may come up ....don't work in your pjs, even if you do not leave the house.



Check in with co-workers frequently and provide your Work-Place Mentor with daily updates.  
Speak to your Mentor about the best way of communicating questions or seeking advice



Choose a dedicated workspace and set it up just like your office.  
Pick a workspace that is quiet and private (where possible).  
Ensure you have the appropriate technology at hand to do your job efficiently and effectively.



Set daily goals to accomplish and hold yourself accountable to complete them  
Communicate your goals to your Work-Place Mentor at the beginning of each day and send an update on what you have accomplished at the end of each day.  
Getting in this habit will not only set the tone for excellent communication with your mentor but will also build trust



Research online resources if you need help · Ensure you stay proactive and seek out resources if you need help in getting organized and staying motivated while working remotely.