

## Ten Beginner Tips for (Temporarily) Learning/Working Remotely

1. ***It's Okay, but not Equitable*** – Although learning or working remotely may be new to you, there are many who already do it successfully – give it a chance. Be sure to read any remote guidance your place of work or learning may provide. It's also important to realize that not everyone will have the same access to certain technologies and remote infrastructure. Now is a good time to learn more about technological disparities in our nation & communities and consider procedures, policies, and planning to help those who need support.
2. ***Plan Human Contact*** – For many, reduced human contact is a relief but if you're a raging extrovert, plan your day with enough human contact to keep you happy and healthy.
3. ***Get Dressed*** – It's pretty simple, dress as you normally would or in a way that's comfortable for your work or learning expectations.
4. ***Get Out of the "Office" or "Class"*** – Make time to get up and walk around; get your steps in.
5. ***Stay in Contact*** – Maintain your usual communication routines. Some like to office hop during the day while others simply like to get through their to-do list or study routine. Whatever is normal for you, be creative in keeping it.
6. ***Learn New Skills*** – Now's a good time to learn about those web-based applications you've been avoiding.
7. ***Define Working/Learning Hours*** – Create office or learning hours that work for your remote location and workload. A defined work or study space along with clear communication with those who share your remote workspace is helpful.
8. ***Disruptions are Normal*** – Practice those self-calming skills you've read about, or hope to learn, and embrace normal disruptions. No one is going to judge you if your dog or toddler runs up to you for a hug during a Zoom meeting; and if others do judge you it's about their anxiety, not yours.
9. ***Contain Social Media*** – This may be the most difficult thing to do for those who are in denial about their social media addiction. Avoid posting your minute-by-minute activities/anxieties around temporarily working or studying remotely. Or, in this case, reading everyone else's – except for this list, of course!
10. ***Relax and Reflect*** – What a wonderful opportunity to build more reflection into your daily routine! Identifying opportunities for expressing gratitude and perspective-building are always good uses of time.

- John Garland, PhD