



# Working Remotely

## Bite-size Top Tips

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A co-design & digital innovation & inclusion agency hosted by Leeds & York Partnership NHS Foundation Trust

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# 10 Top Tips

1. Get the kit working well and test it - laptop, wifi connections, phone
  2. Get the environment and ergonomics right - chair, desk, lighting, heat
  3. Plan in regular anchor points for the team, e.g. team meetups and daily check in and out and also offer some flexibility to help people to manage their home lives, mental and physical well-being and workload
  4. Agree communication and collaboration tools and protocols, e.g. slack for team talk, zoom for team meetups, phone for urgent requests
  5. Managers to provide regular 121's to help maintain morale and motivation
  6. Look after mental and physical well-being, e.g. get dressed, take regular physical activity breaks and 'switch off' outside of working hours
  7. Keep focused on priorities. Maybe have a checklist. It's easy to get distracted by information overload and multiple channels of communication
  8. Be purposeful about creating the right remote team working culture
  9. Share calendars across the team
  10. Make time for fun and social activity - good relationships and happy staff are key to success
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## Five Ways to Wellbeing

The impact on the world and our lives of Covid19 is unprecedented and the pace and scale of change may feel brutal. For some remote working represents a significant difference in lifestyle and daily routine. It is more important than ever to look after our well-being.

Five Ways to Wellbeing is an evidence-based approach to wellbeing produced by the New Economics Foundation now used across the world including by the NHS. The [Devon Partnership NHS Trust](#) have produced a helpful and practical translation and we have offered examples of how digital can support the Five Ways to Well-being.

## Digital Alternatives

**Connect:** Arrange remote video catch ups with your friends and colleagues over a cuppa, e.g. [Whatsapp video](#)

**Learn:** Try an online learning course, e.g. [Future Learn](#)

**Active:** Take regular exercise, e.g. [couch to 5K](#), [active 10](#)

**Notice:** Be curious and take notice, e.g. try a mindfulness apps on [NHS Apps Library](#)

**Give:** Do something to help someone else, e.g take part in the [#CommunityResponse](#) movement and/or [Covid Mutual Aid](#)



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# Additional Resources

[Remote Meetings](#)

[Coronavirus Tech Handbank](#)

[Pros and Cons of Tools](#)

[Remote Working Survival Kit](#)

[NHSX Information Governance Guidance](#)

[Virtual Working Guides](#)

[Health and Safety](#)

[Virtual Team Building](#)

[Mental Well-being](#)

[Miro Team Building](#)

[Mindwell](#)

[Psychosocial Support & Well-being](#)

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