

Working from home tips and support

Your workspace

- Find a quiet space in your home to minimise noise and distractions
- Ensure you have sufficient space on your desk
- Work close to a window to get fresh air and sunlight
- Adequate lighting and temperature
- If you can, separate your workspace from your other living and sleeping spaces

Plan your day

- Start your day by setting priorities for the day
- Set goals and deadlines for each task
- Check your calendar for any scheduled meetings for the day
- Create a 'To do' list to stay on track

Routine

- Resist the temptation to slip into bad routines - start your day as if you are heading in to the office
- Ensure you are getting enough sleep

Take breaks

- Taking breaks might seem counterproductive but research has shown that taking short breaks will help you increase productivity!
- Remember to set aside some time to grab a glass of water, a coffee or to do some stretching!

Set your work hours and keep them

- Avoid distractions during your internship hours as you would in the workplace - stay away from social media, TV, and your phone
- Make sure you mentally "switch" off from your internship and studies and have enough time for yourself

Update your LinkedIn profile

- As soon as you start your internship, update your profile on LinkedIn
- Connect with your co-workers on LinkedIn, and follow key organisations

Communication

- Maintain regular contact with your supervisor and co-workers
- Speak up right away if you have questions or concern