

## Settling in and taking stock during Alert Level 4 remote working

Working remotely from home during Alert Level 4 means drawing on existing experience to evolve new ways of working. As you draw breath after the first week, it is time to **take stock** of how you are settling in. What is working well? What lessons have been learned and what still needs to be sorted?

Here are some tips with further resources on [remote working](#) which build on the earlier *Tips for working remotely in the first few weeks during the Alert Level 4 lockdown* in the Archive and the [Coronavirus COVID-19 information](#) page on the University of Otago website.

1. **Look after yourself.** You need to have energy and perspective so take stock of how you have been [looking after](#) yourself in recent weeks. What do you need to begin changing in order to [sustain yourself](#) in this role in the new few weeks and months? There are useful resources including [Yammer](#) and other sites that provide [advice on well-being](#).
2. **Take stock** of your environment. What has worked well and what has been a challenge? As we experience the reality of remote working plus isolation in our bubbles, we will respond differently according to our personality and home environment. We may miss the contact with our colleagues but we may find we are more productive in a quiet space. What [impact](#) is this starting to have on your ability to work?
3. **Use the resources available.** Ensure you are familiar with the resources regularly updated from [ITS](#), [Health and Safety](#) and [HR](#). There are dedicated helpdesks for HR COVID-19 questions at [hrcovid@otago.ac.nz](mailto:hrcovid@otago.ac.nz) and [AskOtago](#) that can be accessed.
4. **Communicate.** Take stock of how your colleagues are communicating and discuss what you are finding useful, whether it is email, text, phone, Zoom, Microsoft Teams or a combination. What do you find [effective](#)? How is work being saved, stored and version control maintained? How is social connection evolving such as virtual morning teas/chat? Focus on keeping [virtual meetings](#) brief, and share and discuss resources that help.
5. **Stay focused and productive.** With the disruption and uncertainty caused by Alert Level 4, you may find you are experiencing difficulty concentrating but you still want to complete tasks and feel productive. Talk with your colleagues about the strategies that they are finding useful to maintain periods of focus. Trial the [Pomodoro](#) Technique (read more about this [here](#) or watch [here](#)).

6. **Professional development.** Take stock for yourself. Are there ways in which professional development relevant to your work role can be interspersed with remote work? Do you need to learn new technology or new skills to work effectively in this way? Did you know that there are tutorial videos on using [OURDrive](#), [Zoom](#), Office 365 and [Microsoft Teams](#)?

People are wired to learn, so [there are benefits](#) to you. Could you and your team members plan to access short learning bites and share key points with each other from resources through the University such as [LinkedIn Learning](#), [Learning and Development](#) and [IT online training](#)? [GoSkills](#) has a range of courses – information on how to access these can be found on the [Learning and Development](#) page. Learning [Te Reo](#) may be something that you have been interested in and [research](#) suggests that learning a new language has [multiple benefits](#).

*Learning is experience. Everything else is information. Albert Einstein*