



# Remote Working Essentials Workbook

Remote Working Essentials by Niamh Moynihan

# #1 - Know your why

List your motivations for working remotely and rank them on a scale of 1-5, with five being most important.

Review this list every 3-6 months to assess how well you are doing in each area.

Reasons to work remotely	1	2	3	4	5
List your reasons here and check the box to represent it's importance					X

## #2 - Create the right schedule

Answer the following questions to help you identify the best days to work from home and work in the office.

Are there certain days when there are more meetings than others?

What days are your team in the office?

What day(s) would benefit the most from you being at home?


## #3 - Optimise your work space

Identify areas where you can improve the space where you work. Below are some suggestions.

Area and Suggestion	Your Ideas
Air - Open windows and add plants	
Water - Keep a large jug or bottle of water at your desk	
Nourishment - Stock up on healthy snacks	
Light - Maximise natural light and ensure the space is well lit.	
Fitness - Schedule time for movement	
Comfort - Keep the room at a comfortable temperature	
Mind - Find a space you can relax and de-stress during the day	

# #4 - Equipment Checklist

Use this checklist to ensure you are set up for success when working remotely.

Technical Equipment	
Desktop or Laptop Computer	
Internet access	
Monitor	
Keyboard	
Mouse	
Headphones	
Non-Technical Equipment	
Desk	
Chair	
Pens	
Paper	
Other	

## #5 - Pair your work with the best location

Answer the following questions to help you decide when you will work remotely and what work you will focus on during those days.

What work must be done no matter what?

What work is easier when working remotely?

What work is more difficult when working remotely?

## #6 - Who else might be impacted?

List the 5 – 10 people you interact with most both at work and home and answer the following questions.

Name	How might they impact my work when I am working remotely	How might I impact their day when I am working remotely	What changes could we make?

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