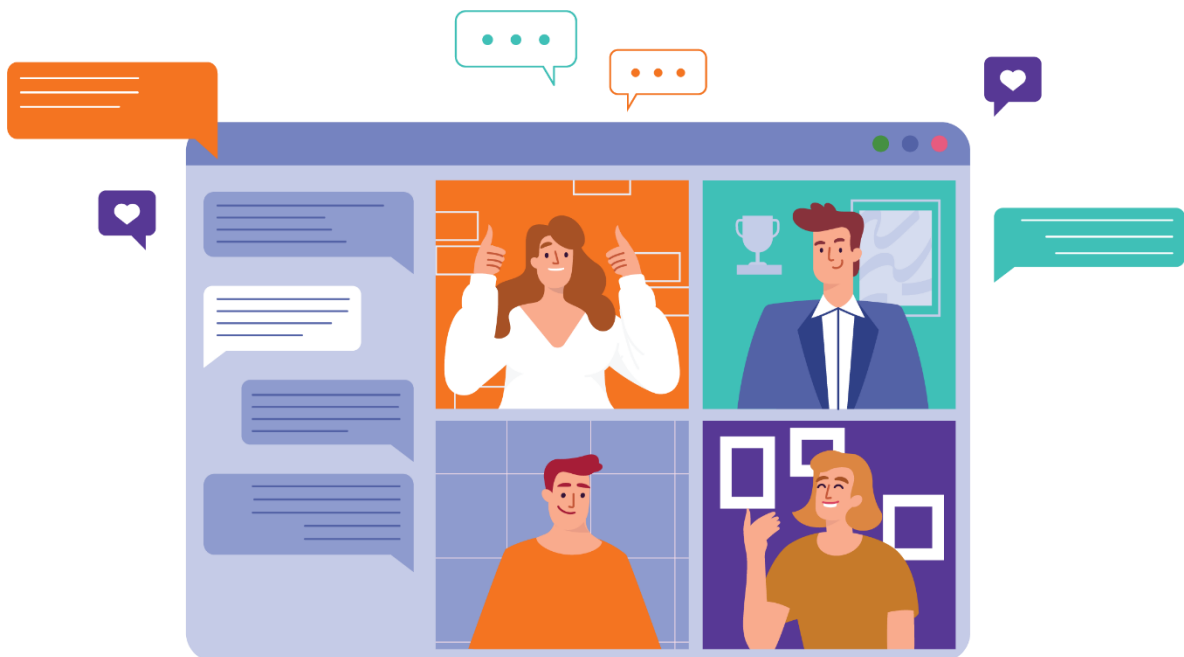




In-Service training course for VET professionals

eWorkers Training



Erasmus+

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Table of Contents

Table of Contents	2
Overview of the training	5
Learning outcomes	6
Estimated duration	8
Module 1 - Necessary skills to be motivated, productive, and connected with managers and co-workers while teleworking	8
Short overview of the module	8
Estimated duration of the module	8
Objectives of the module	8
Learning outcomes of the module	9
Module Content	9
ACTIVITY 1: PRE-COVID OFFICE ENVIRONMENT (20 MINS)	9
<i>Self-motivation</i>	10
ACTIVITY 2: MOTIVATION BRAINSTORM (30-40 MINS)	11
<i>Be productive</i>	13
ACTIVITY 3: PLAN OUT YOUR DAY (25 MINS)	13
<i>Stay connected</i>	14
ACTIVITY 4: ACTIVELY CONNECT (60 MINS)	15
Additional reading/resources	16
Module 2 – How to maintain a work-life balance while teleworking	17
Short overview of the module	17
Estimated duration of the module	17
Objectives of the module	17
Learning outcomes of the module	17
Module content	18
ACTIVITY 5: REDRESSING THE BALANCE (30 MINS)	19
Additional reading/resources	20
Module 3 - Teleworking tips for health, resilience, and wellbeing	21

Short overview of the module	21
Estimated duration of the module	21
Objectives of the module	21
Learning outcomes of the module	21
Module content	22
ACTIVITY 6: COMPARE YOUR EARLY REMOTE WORKING SPACE WITH NOW... (30 MINS)	23
ACTIVITY 7: POSITIVE LIFE CHANGES (30-40 MINS)	24
Additional reading/resources	25
Module 4 - Teleworking: Tips for productivity	26
Short overview of the module	26
Estimated duration of the module	26
Objectives of the module	26
Learning outcomes of the module	26
Module Content	27
<i>Below see our top tips for increasing your productivity whilst Tele-working:</i>	28
ACTIVITY 8: PRODUCTIVITY WORDSEARCH (30 MINS)	29

Productivity Wordsearch

A	C	O	M	M	U	N	I	C	A	T	E	G	O
E	T	A	R	O	B	A	L	L	O	C	L	A	L
S	C	P	C	K	P	S	E	F	K	A	C	O	C
I	T	N	I	A	R	B	S	L	S	S	L	K	T
T	L	C	R	E	O	N	C	E	M	P	E	I	R
I	S	T	S	I	L	L	H	X	A	S	O	S	E
R	T	M	A	O	T	S	E	I	E	H	A	R	S
O	S	A	E	E	P	L	D	B	T	A	X	E	T
I	I	I	I	E	L	I	U	L	O	L	P	E	B
R	O	I	B	S	A	N	L	E	D	P	N	X	R
P	S	R	D	U	N	A	E	I	L	S	T	R	E
S	E	C	A	P	S	K	R	O	W	U	G	S	A
C	I	S	D	E	S	I	N	A	G	R	O	I	K
S	R	E	X	E	R	C	I	S	E	W	I	A	S

SPORT
LISTS
SCHEDULE
PLAN
BRAIN
ORGANISED
COLLABORATE
EXERCISE
WORKSPACE
PRIORITISE
COMMUNICATE
TEAM
FLEXIBLE
BREAKS

29

Additional reading/resources

29

Assessment tools – Quiz!

30

Bibliography

31

Appendix

32

Assessment Quiz answers (correct answers highlighted in blue)

32

Overview of the training

Following the COVID-19 pandemic, remote working has become the new normal for many traditionally office-based employees. Whether you are permanently working from home or working in a blended office environment there are many important considerations, which you may not have previously needed to think about in planning your work. In the following chapter, we aim to guide you, the e-worker, and give you the tools to be successful in the modern teleworking world.

Content is divided into the following 4 sections:

- Module 1 – Necessary skills to be motivated, productive, and connected with managers and co-workers while teleworking
- Module 2 – How to maintain a work-life balance while teleworking
- Module 3 – Teleworking tips for health, resilience, and wellbeing
- Module 4 – Teleworking: Tips for productivity

In this e-learning tool, we will help guide you on how to motivate yourself when working remotely. We will look at the distractions and barriers that are common in the home and how you can overcome them. You will learn about getting into the right sort of routine and planning to motivate yourself. We will also discuss the importance of staying connected with teammates and managers when you are physically distanced and suggest techniques to keep a good team spirit when teleworking.

Work-life balance can easily be compromised if you do not consciously keep account of what it looks like for you when remote-working. If the scales are tipped in favour of work or life activities, you may find you become increasingly dissatisfied. We provide advice on how you can best try to keep work and life activities separate to make the most of your teleworking situation.

If you do not have a proper office working environment at home, you may find that your health is negatively impacted. It is important to remain resilient and adaptable to change so that your health and wellbeing are not neglected by being in a remote-working space. We will discuss how you can ensure you stay healthy and include wellness in your new teleworking life.

In the final module, we will give you our top tips on how to stay productive when teleworking. With no colleagues or teammates physically around to reinforce your responsibilities to the group, it can be easy to become distracted and far less productive. By following our guidelines, we hope you will be able to stay as productive as possible, leading to you being a happier teleworker.

In each section, we will cover theory and advice on each of the topics with relevant examples. Practical self-learning exercises are included in each module to help you reflect on how you can apply what you are learning to your own teleworking situation. We have also included links to further online reading, resources and activities which will help you better understand and put into practice what you have learnt.

Finally, at the end of the chapter, there is a multiple-choice quiz assessment to test your newly found knowledge and ensure you have understood the topics covered fully.

Learning outcomes

Which learning outcomes are addressed by the training?

	Knowledge	Skills	Attitudes
Skills to be motivated, productive and connected with managers and co-workers while teleworking	<ul style="list-style-type: none"> ● Basic knowledge of motivational factors in office and remote-working environments ● Theoretical knowledge of how to be productive whilst working from home and techniques for becoming more organised ● Basic knowledge of how to communicate with colleagues and management when working remotely ● Theoretical knowledge of how social 	<ul style="list-style-type: none"> ● Define what motivates workers when in the office and remote working environment ● Understand how to improve productivity through techniques to be more organised ● Identifying best methods of communication when teleworking ● Understand how to successfully have social interaction with colleagues when teleworking 	<ul style="list-style-type: none"> ● Openness to reflect on own motivators when in the office and teleworking. ● Willingness to learn about productive teleworking techniques ● Willingness to adapt communication to the home setting. ● Acceptance of the necessary commitment to remain socially connected with colleagues when working remotely

	interaction works when remote working		
Maintaining a work-life balance while tele-working	<ul style="list-style-type: none"> ● Basic understanding of work-life balance and its challenges for teleworkers ● Theoretical knowledge of new EU resolution to enable the right to disconnect ● Theoretical knowledge of how to achieve a good work/life balance when working remotely ● Practical knowledge of work/life balance when e-working and how it can improve 	<ul style="list-style-type: none"> ● Define what can make work-life balance difficult for remote workers ● Understand responsibilities of employers/ employees regarding the right to disconnect ● Determine own work/life balance and how this can be improved 	<ul style="list-style-type: none"> ● Willingness to evaluate work/life balance in the home setting ● Openness to learning about the right to disconnect ● Ability to learn about how to achieve a good balance ● Ability to critically self-asses own home-working environment and work/life balance
Teleworking tips for health, resilience and wellbeing	<ul style="list-style-type: none"> ● Basic knowledge of healthy teleworking practices ● Practical knowledge of the difference between office and remote working spaces and which adaptations are required for better health when remote working ● Theoretical knowledge of how to destress and separate home and work environments in the same space ● Basic knowledge of how to remain resilient when teleworking 	<ul style="list-style-type: none"> ● Relate to what healthy teleworking practices are ● Evaluating the necessary changes to ensure healthy teleworking practices and environment ● Building a teleworking lifestyle, which includes time to wind down ● Understanding of how to keep focused to ensure better health 	<ul style="list-style-type: none"> ● Willingness to learn about healthy teleworking practices ● Openness to adapt home working environment to meet teleworking health needs ● Ability to separate home and work life effectively ● Ability to focus on tasks to allow for a healthy lifestyle
Teleworking tips for productivity	<ul style="list-style-type: none"> ● Basic knowledge of what leads to good productivity when teleworking ● Practical knowledge of the role of teamwork in being productive ● Basic knowledge of scheduling tasks and breaks and keeping a time-line 	<ul style="list-style-type: none"> ● Understanding how planning leads to good productivity ● Determining how the involvement of teamwork in being productive ● Planning how to organise tasks throughout the day/ week 	<ul style="list-style-type: none"> ● Openness to learn how to become more productive ● Willingness to work with teammates to improve productivity ● Ability to create a plan and try to keep to it as much as possible



Estimated duration

12 Hours for all 4 Modules

Module 1 - Necessary skills to be motivated, productive, and connected with managers and co-workers while teleworking

Short overview of the module

This module covers the basic skills for remote working. Firstly, we look at how to motivate yourself in the home office environment. Then we examine how to stay productive through planning and scheduling tasks and breaks. Moving on, we discuss the challenges of staying connected with colleagues and managers whilst working remotely and how you can overcome these challenges. Self-learning activities on motivation and planning are included in this section.

Estimated duration of the module

4 hours

Objectives of the module

- Teach learners how to understand how motivation in the office differs from motivation when working from home.
- Give e-workers the ability to critically analyse what motivates them in a traditional office space and how they can apply this to the work-from-home environment.
- Help teleworkers understand the importance of productivity at home in giving them a healthy working environment.
- Get learners to acknowledge the difficulty of teamwork and the lack of on top camaraderie when remote working and understand how to keep connected and engaged with other team members and managers.

Learning outcomes of the module

	Knowledge	Skills	Attitudes
Skills to be motivated, productive and connected with managers and co-workers while teleworking	<ul style="list-style-type: none"> ● Basic knowledge of motivational factors in office and remote-working environments ● Theoretical knowledge of how to be productive whilst working from home and techniques for becoming more organised ● Basic knowledge of how to communicate with colleagues and management when working remotely ● Theoretical knowledge of how social interaction works when remote working 	<ul style="list-style-type: none"> ● Define what motivates workers when in the office and remote working environment ● Understand how to improve productivity through techniques to be more organised ● Identifying best methods of communication when teleworking ● Understand how to successfully have social interaction with colleagues when teleworking 	<ul style="list-style-type: none"> ● Openness to reflect on own motivators when in the office and teleworking. ● Willingness to learn about productive teleworking techniques ● Willingness to adapt communication to the home setting. ● Acceptance of the necessary commitment to keep socially connected with colleagues when working remotely

Module Content

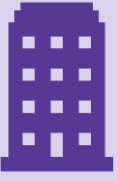

To begin with, take a look at the linked video by entrepreneurial magazine Inc. displaying the The 5 Do's and Don'ts of Remote Working:

<https://youtu.be/6J7rr2whIRY>

Remote working can be quite challenging, particularly if it is new to you. The COVID-19 pandemic thrust many people into remote working practices with little to no preparation at all. To have a successful remote-working experience, you need to understand how to stay motivated, productive and keep a strong bond with managers and colleagues.

ACTIVITY 1: PRE-COVID OFFICE ENVIRONMENT (20 MINS)

Think back to a recent time when working in offices was the norm. Remote working was probably not an option and if it was, it was probably only offered for short periods or specific work tasks. Fill in the below table with what kept you motivated, what helped you be productive and how and where you used to meet with colleagues. If you have no prior experience of working in an office, try and imagine what it would be like to do so. A few short bullet point notes are enough for this exercise.

	<p>What motivated you to complete your work in the office?</p>	<ul style="list-style-type: none"> •
	<p>How did you stay productive when working in the office?</p>	<ul style="list-style-type: none"> •
	<p>When did you used to meet managers what did you discuss?</p>	<ul style="list-style-type: none"> •
	<p>When did you used to meet colleagues and what did you discuss?</p>	<ul style="list-style-type: none"> •

Reflecting on your answers, think about how things have changed for you in the remote-working space. When you were in the office, the structure and processes in place helped shape how you worked. In the remote-working space a lot of the emphasis is now on you to keep up good working habits.

Self-motivation

In a formal office environment, some of the key motivators may be obvious, such as keeping your manager or boss happy and feeling part of a team. There are also many motivating factors that will apply to the office and home environment, such as earning a living. However, working in a home environment is completely different. The geographical relocation from a group-working space with colleagues and managers is a significant change. When you move from an office space to one in a home environment which might include partners, children, pets, and interactions with



others connected to your home-life, the working dynamic can completely change your priorities and primary motivations.

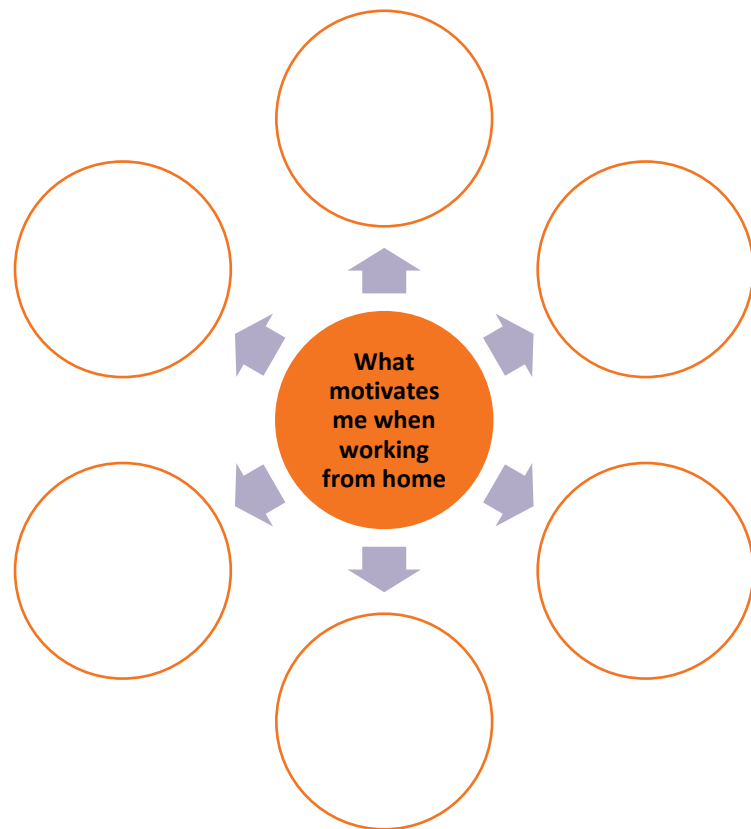
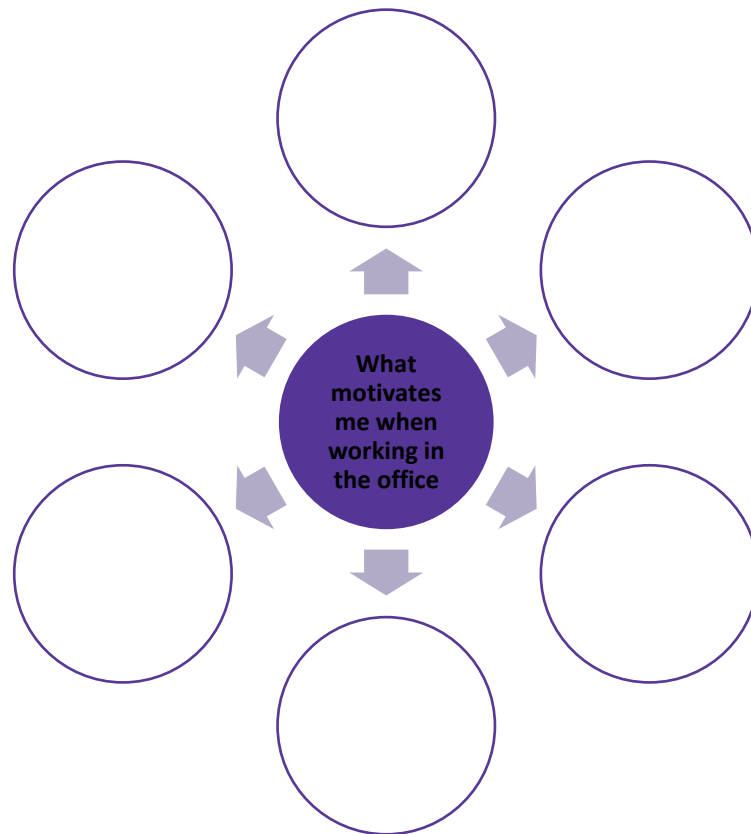
When working remotely, you should ensure you keep a good routine and have something to look forward to. If possible, you should keep a separate space which is dedicated to work. You may not be at the workplace, but you can stay motivated by rewarding yourself for completing tasks or working away at your desk for a pre-determined period. It's important to get into a routine that separates work activities from leisure. If you start the day with a shower and breakfast, you will no doubt feel better prepared for the working day than if you roll out of bed in your pyjamas and get straight onto the laptop. When you have finished the working day, you should also take the time to do something for yourself for a few minutes to wind down and let your subconscious know the working day is over.

Make sure you have goals to work towards and ideally these should be SMART (Specific, Measurable, Attainable, Relevant and Timely) goals. You may already have goals you are working towards based on an office environment. If this is the case, think about what you need to do to ensure you can still meet your goals when working remotely. You may also want to consider talking to your manager about changing your goals if some of them are less relevant from the home working environment. For example, if one of your goals was to always go to the canteen for lunch to spend more time with other team members informally, you will need to consider alternative ways you can spend more informal time together in a remote environment.

You can find more information on SMART goals in the following video by Mind Tools:
<https://youtu.be/OXA6gfzFA24>

ACTIVITY 2: MOTIVATION BRAINSTORM (30-40 MINS)

Having thought about what motivates you when working, fill in the circles. Firstly, fill out the purple circles with what motivates you in the office. Then think about the home environment and what motivates you when working from home. Some motivating factors may be relevant to both environments.





Now you have considered what motivates you in both the office and home working environments, think about what you can do to replicate some of the office motivational factors that have diminished when working from home. For example, if you used to be motivated by having face-to-face time with the rest of the team, could you try to call your colleagues a bit more often to check in and keep a stronger team spirit?

Be productive

If you schedule your day's work, you will be more likely to complete it. Make sure you include breaks and lunch periods during your work-from-home day, as this should help you focus during your working time. Keep a schedule of tasks and deadlines to work towards. Allow yourself breaks but remember to stay focused on what you are doing and avoid being distracted by other things going on in the home environment.

Scheduling breaks to coincide with activities you enjoy in your home-life makes sense. You are working from home, so you should take advantage of the benefits during your time away from the desk to do things you may not have been able to do before. For example, you might bring the dog for a walk during your afternoon break, or you might pick up the kids from school or do a bit of housework or DIY you've been meaning to get around to for the last while.

If you struggle to get motivated, consider "Eating the frog". This means focusing on the tasks that you look forward to the least first. By getting less attractive tasks out of the way earlier in the day, you can then leave yourself with the things you enjoy doing more towards the end of the day. This also has a benefit of allowing you to transition easier towards switching off at the end of the day, so you can get back to enjoying your home life.

ACTIVITY 3: PLAN OUT YOUR DAY (25 MINS)

Create a timetable for your working day by filling in the table below. Be sure to include some activities that involve communicating with colleagues and to balance the work with breaks. Begin the day with something like showering or breakfast before the working day begins and end with something to close the day out at your finishing time, such as a cup of coffee and newspaper or going for a run. When thinking about timing, use what works best for you. For example, you might like to work for 50 minutes and then take a 10-minute break, or maybe you prefer to work for an hour and a half and

take a 25-minute break. Think about what makes you work more productively and how long a break you need, depending on what you plan on spending the time doing.

Time	Activity
08:00	Shower

Stay connected

Ensure you stay in regular contact with colleagues and managers and share what you are doing and when. You could share your calendar and completed tasks with them to keep a team spirit going. Where possible, try to have regular video and telephone contact rather than doing everything through email or messaging. By seeing people's faces and hearing their voices, you can keep a closer team bond than by email where team members and managers are also far more likely to misinterpret information. If you can, try to encourage the use of collaborative online interactive tools for groupwork – one such example is Miroboard, allowing multiple users to contribute simultaneously to brainstorming etc.

See the following video for demonstration of how Miroboard works:

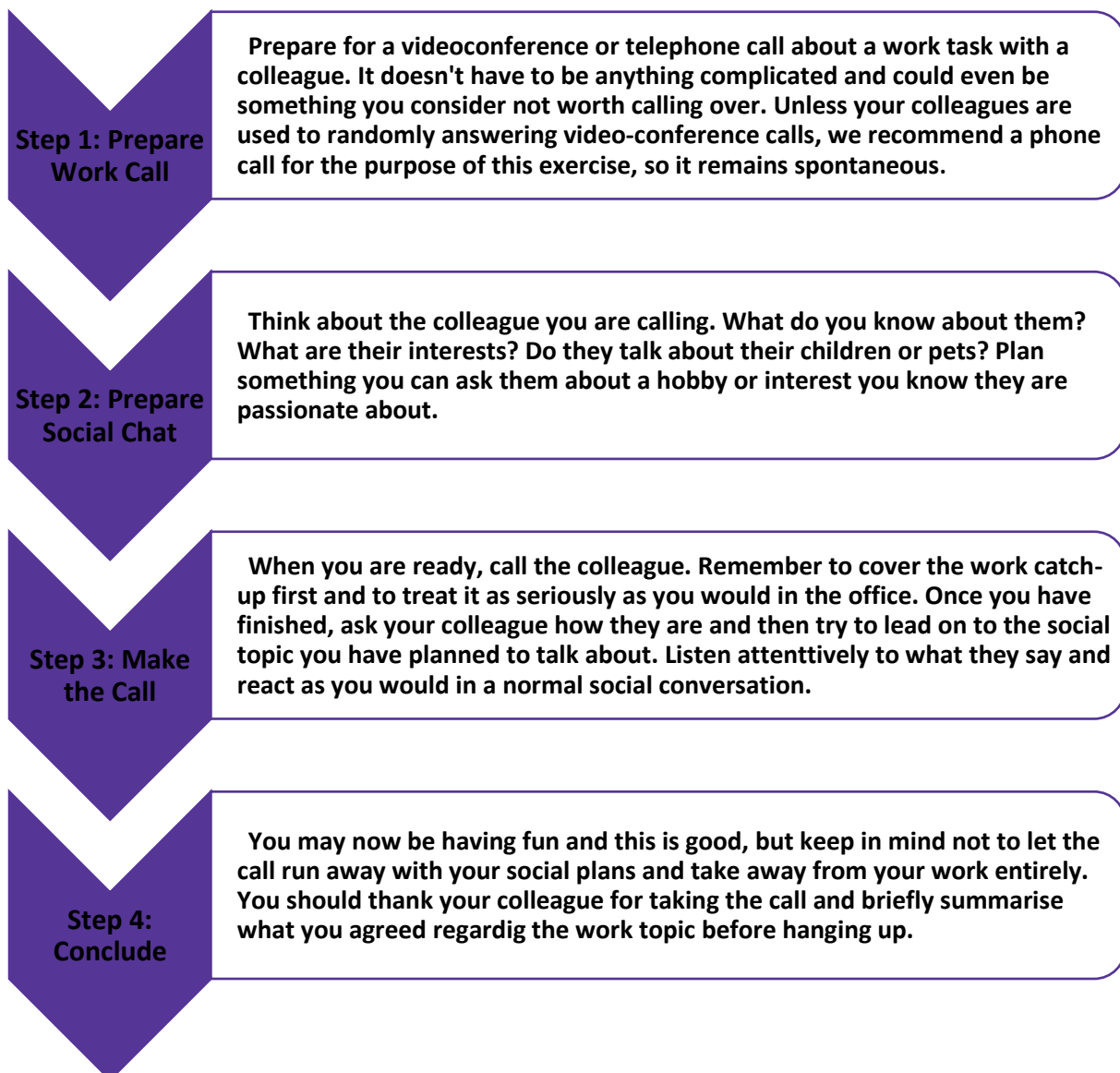
<https://youtu.be/4P5TKRNQ9ps>

One of the main things you miss when working from home is the social interaction that happens casually in the office kitchen or at the printer/photocopier. Whilst this may seem trivial at face value, a lack of social interaction with colleagues on your team can create an emotional block and will especially create a barrier for new remote workers who have not met colleagues in the flesh before. A good way to get around this, is to try and encourage management to schedule social video calls that are strictly non-work-related catchups. Ideally these should be optional, so that individuals can participate when and if it suits them, as they would in a casual office scenario.

Communication always works best in-person where people can see each-other's body language and react accordingly. In a remote working environment, face-to-face contact is not possible, so the next best thing is contact via videoconference or telephone. Email or messaging can be most efficient and timesaving, but it is far less interactive and often feelings and tone can be lost or misinterpreted. Thus, using audio-visual means to communicate with colleagues and customers is vital stay connected and maintain strong relationships.

ACTIVITY 4: ACTIVELY CONNECT (60 MINS)

Think about a colleague you are going to need to contact soon about a work task. In the following activity, you are going to use audio-visual technology to ensure you stay connected with them.





Now you have completed this task, you should realise that audio communication is a powerful tool to stay connected with people when working remotely. Now that you no longer have the benefit of face-to-face communication, it is important to make an effort to communicate via audio-visual means to maintain relationships and to avoid becoming more distant and disconnected with people.

Additional reading/resources

- Self-motivation quiz and advice from Mind Tools 2022, Emerald Works: https://www.mindtools.com/pages/article/newLDR_57.htm
- Advice on self-motivation for teleworkers from recruitment agency Michael Page, Seven ways to keep motivated when working from home: <https://www.michaelpage.co.uk/advice/career-advice/growing-your-career/seven-ways-keep-motivated-when-working-home>
- Ice Breaker Quiz (Tool) for encouraging team member engagement: <https://www.quizbreaker.com>

Module 2 – How to maintain a work-life balance while teleworking

Short overview of the module

Work-life balance is important whether you are in an office or working remotely. In the home-office space, the work-life balance can appear more blurred given that the journey, change of environment, people and surroundings in a traditional office space have all been removed. In the following section, we will look at how you can ensure that you keep your work and home life separate, even when they are in the same physical location. We will look at the importance of flexibility in the working environment whilst maintaining very separate ‘home’ and ‘work’ lives. We will end this unit, with a reflective exercise where you can think about your work-life balance and how to keep it in check.

Estimated duration of the module

2.5 hours

Objectives of the module

- Provide an understanding of the blurred work/life nature of remote-working and how to try to keep a balance.
- Identify the importance of a separate appropriate workspace in the home environment for teleworking.
- Understanding how to keep work and home life tasks and activities separate, whilst still allowing for flexible routines.
- Discussing the right to disconnect and how worktime should not overspill into home-time and vice-versa.

Learning outcomes of the module

	Knowledge	Skills	Attitudes
Maintaining a work-life balance while tele-working	<ul style="list-style-type: none"> ● Basic understanding of work-life balance and its challenges for teleworkers ● Theoretical knowledge of new EU resolution to enable the right to disconnect 	<ul style="list-style-type: none"> ● Define what can make work-life balance difficult for remote workers ● Understand responsibilities of employers/ employees 	<ul style="list-style-type: none"> ● Willingness to evaluate work/life balance in the home setting ● Openness to learning about the right to disconnect

	<ul style="list-style-type: none"> • Theoretical knowledge of how to achieve a good work/life balance when working remotely • Practical knowledge of work/life balance when e-working and how it can improve 	<p>regarding the right to disconnect</p> <ul style="list-style-type: none"> • Determine own work/life balance and how this can be improved 	<ul style="list-style-type: none"> • Ability to learn about how to achieve a good balance • Ability to critically self-asses own home-working environment and work/life balance
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Module content

The idea of “working from home” suggests that you will have a better work-life balance as you are now situated at home and therefore conveniently close to your home-life. However, balancing work and home when both are geographically located in the same place may not be as straightforward as it sounds. If the two “lives” are not separated, they can become blurred leading to a lack of focus regarding work and home.

A dedicated workspace is essential if you are going to balance work and home life successfully. If you don’t have a separate room to spare, you should at least have a desk space with an office chair and screen set-up where you can concentrate and zone-out from any distractions around the home.

Now you are working from home, it may be tempting to put on a wash, put up some shelves or bring the kids to school and why not? One of the advantages of being at home is that you can now do things that seemed out of reach in the office. The challenge is making sure that you fit non-work items into your scheduled breaks without the breaks taking over from work entirely. If you are struggling to commit enough time to your work during the day, it is likely you will end up working longer hours, thus negatively impacting your home-life. Without a good balance, you will end up stressed and unhappy.

In January 2021, in a response to the general increase in remote working, the EU parliament passed a resolution in favour of the “right to disconnect”. The idea is that as a remote worker, you have the right to turn off your phone and stop checking emails outside of your working hours. Since the pandemic and the increased flexibility that working from home has seen both for employees and employers, there can now be an expectation that employees are available outside of their regular working hours, especially if management know that staff are working during the evening to catch up on work they didn’t get done during the day. The resolution means that there should not be an expectation that you are available 24/7 or during all waking hours. Once you have worked your agreed working day, you should be able to switch your devices off

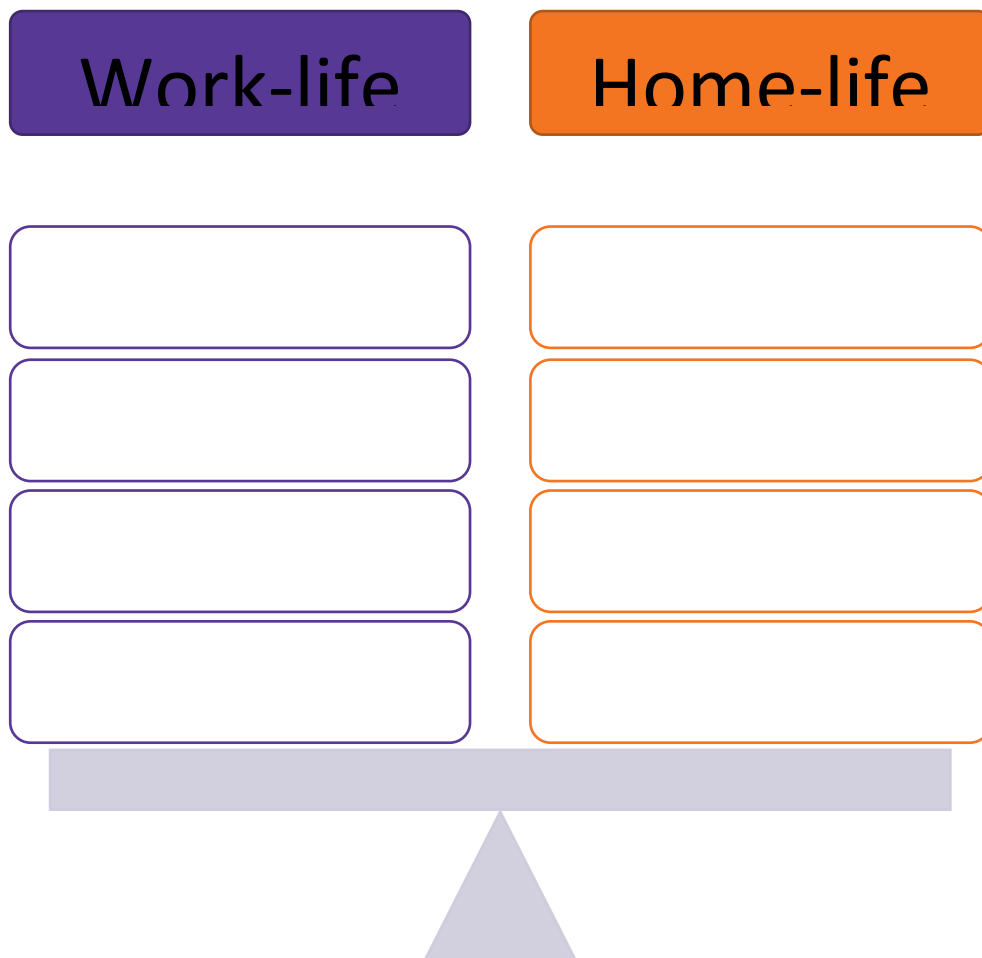
and ignore any work-related communication or correspondence until it is time to switch on again.

If you feel that since working remotely you have been bombarded with more work and there aren't enough hours in the day to fit everything in, make sure you talk to your boss and that they are aware that you are overstretched. Don't forget that your manager can't see that working late or stressed if you're only catching up over video calls or over the phone.

ACTIVITY 5: REDRESSING THE BALANCE (30 MINS)

Think of a typical "work from home" day for you. The below diagram shows a set of scales with "Work-life" headed on the left and "Home-life" on the right-hand side. In the boxes under the 2 headings, fill in 4 important daily work tasks and 4 daily home activities which are most important to you.

FIGURE 1 WORK-LIFE BALANCE



Now thinking about a typical remote-working day for you. How many of the above tasks do you successfully complete and likewise how many of your home-life activities do you usually manage to do? Are the scales tipped in favour of work or home? Think about how you can try and redress the balance to allow both areas of your life to function side-by-side.

Additional reading/resources

- Article on suggested tools to improve work/life balance by online technology publication, MUO: <https://www.makeuseof.com/best-tools-to-improve-work-life-balance/>

Module 3 - *Teleworking tips for health, resilience, and wellbeing*

Short overview of the module

Health and wellbeing have always been important in the workplace, but when working remotely and nobody else watching you, it is easy to neglect your own health and wellbeing to the detriment of your work and home life. In this section we will look at how you should set up a remote working space and how you can separate your working day from home-time. We will examine the importance of being resilient and being able to unwind and de-stress at the end of the working day and when having breaks and lunch. There are 2 activities in this module. The first activity reflects on how a traditional office working space compares to your home working environment. The second activity aims to bring positive changes that remote working have provided you to the fore.

Estimated duration of the module

3 hours

Objectives of the module

- Understand the importance of health and wellbeing in the teleworking environment.
- Critically analysing the resilience required to move from an office environment to remote working at short notice.
- Reflecting on positive life changes that have come about as a result of teleworking.

Learning outcomes of the module

	Knowledge	Skills	Attitudes
Teleworking tips for health, resilience and wellbeing	<ul style="list-style-type: none"> ● Basic knowledge of healthy teleworking practices ● Practical knowledge of the difference between office and remote working spaces and which adaptations are required for better 	<ul style="list-style-type: none"> ● Relate to what healthy teleworking practices are ● Evaluating the necessary changes to ensure healthy teleworking practices and environment 	<ul style="list-style-type: none"> ● Willingness to learn about healthy teleworking practices ● Openness to adapt home working environment to meet teleworking health needs ● Ability to separate home and work life effectively

	<p>health when remote working</p> <ul style="list-style-type: none"> • Theoretical knowledge of how to destress and separate home and work environments in the same space • Basic knowledge of how to remain resilient when teleworking 	<ul style="list-style-type: none"> • Building a teleworking lifestyle, which includes time to wind down • Understanding of how to keep focused to ensure better health 	<ul style="list-style-type: none"> • Ability to focus on tasks to allow for a healthy lifestyle
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Module content

Health is a very important consideration when working from home. Since the beginning of the COVID '19 pandemic, many office workers were expected to switch to working from home overnight. In a lot of cases neither employers nor employees were used to this scenario, and many have had to learn how to make remote-working successful on the fly without prior consideration to whether their home-environment was suitable for it.

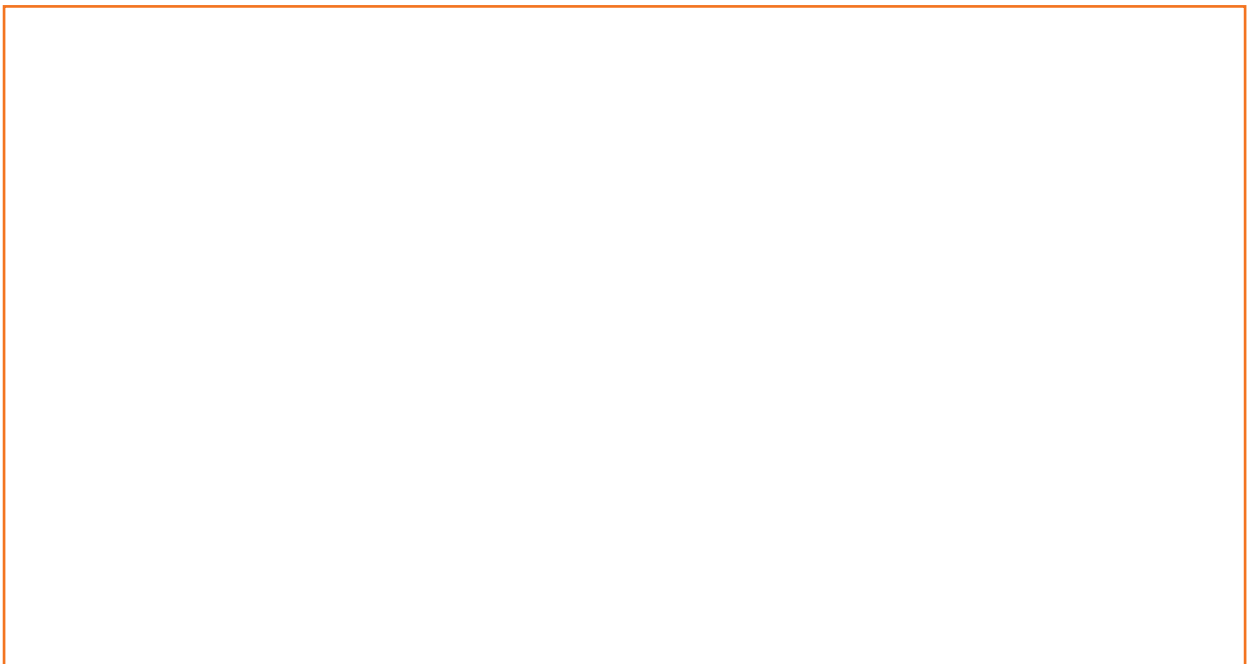
For a 9 to 5 office job, where most time is spent sitting at a desk or on a PC, a good workspace is essential to remaining healthy. It's important that the desk and screens are at the right height and that you have a comfortable chair that supports your back and body for an entire working day. Your organisation should carry out an ergonomic assessment of your workspace at home to ensure that is suitable for remote working. In most cases, companies will provide any necessary equipment needed to enable a healthy workspace for its remote-working employees.

ACTIVITY 6: COMPARE YOUR EARLY REMOTE WORKING SPACE WITH NOW... (30 MINS)

Start by printing this page. Thinking back to early days of remote working when you might have been forced into home environment with little to no warning, draw a picture below of what your early working environment was like – think about where in the home you were situated, what your equipment and furniture was like and what your immediate surroundings looked like...

A large, empty rectangular box with a thin black border, intended for drawing the early remote working environment.

Now picture your remote-working space today and draw it below...

A large, empty rectangular box with a thin orange border, intended for drawing the current remote working space.

Have a look at your 2 drawings and reflect on the differences you can see. Hopefully you should be able to see how you have been resilient in the face of adversity and how you have learnt to adapt to your new working environment.

Aside from your physical workspace, the home-working environment will also contribute to your health. Are there other people in the home with you? Are the kids running around whilst you are trying to write a report? Does the dog keep barking every time somebody passes the door? Are you suffering from loneliness as you live on your own and now have limited human contact during working hours? All these elements can contribute to your health, and it is important that you are aware of them and find ways of managing them.

Resilience can be defined by the ability to recover quickly from daily challenges. If you are resilient, you will face challenges head on and overcome them by adapting as needed. Resilience is needed if working from home to cope with the many changes this new lifestyle brings. For example, your new work from home lifestyle may have given you the opportunity to pick up the kids from school in the afternoon. However, you may now need to take a shorter lunch break to accommodate the time you need to take out of your work schedule to pick them up. Once you get the kids home, you now need to set them up on their homework, whilst you go back to your own work. How do you manage helping them, but staying focused on your own work at the same time?

With the stresses of home-life and remote work-life now converging in the same location, it's important to think about how you can unwind and de-stress at the end of a busy day or week. The lack of change in scenery means it is ever more important to change settings and de-stress, whether it's getting out of the house for a walk or an exercise class or doing some Yoga in your sitting room. Thinking about your wellbeing should prevent you from becoming overcome by your new circumstances and potentially getting burnt out.

ACTIVITY 7: POSITIVE LIFE CHANGES (30-40 MINS)

Think of all the changes that have happened since you began working from home. How has your lifestyle benefitted? What positive impacts has remote working had on your lifestyle? Write a list below each of the following headings.



People you now enjoy spending more time with	Activities you now enjoy spending more time doing	New activities you have enjoyed taking up since remote working	Other positive life-changes since remote-working

Additional reading/resources

- Interactive Wellness platform tool to encourage Wellness when working from home: <https://welbot.io>
- Free e-book on Corporate Wellness Screening by LetsGetChecked: <https://m.b2b.letsgetchecked.com/future-corporate-screenings>

Module 4 - *Teleworking: Tips for productivity*

Short overview of the module

Productivity is important if you want to be successful in the remote-working environment. In this section, we will look at some important ways of staying productive and our top tips. As well as organisation and planning, we look at the important contribution of physical and mental activity on staying productive during the working day. There is a wordsearch activity at the end of the module to typify a good exercise to keep the brain ticking.

Estimated duration of the module

2.5 hours

Objectives of the module

- Understanding the essentials of how to be productive through planning and being organised when working remotely.
- Analysing how to make the most of breaks to increase productivity without allowing breaks to take over from work entirely
- Acknowledging the positive role that physical and mental activity can have on teleworking practices.

Learning outcomes of the module

	Knowledge	Skills	Attitudes
Teleworking tips for productivity	<ul style="list-style-type: none"> ● Basic knowledge of what leads to good productivity when teleworking ● Practical knowledge of the role of teamwork in being productive ● Basic knowledge of scheduling tasks and breaks and keeping a time-line 	<ul style="list-style-type: none"> ● Understanding how planning leads to good productivity ● Determining how the involvement of teamwork helps in being productive ● Planning how to organise tasks throughout the day/ week 	<ul style="list-style-type: none"> ● Openness to learn how to become more productive ● Willingness to work with teammates to improve productivity ● Ability to create a plan and try to keep to it as much as possible

Module Content

Being productive is all about being organised. To increase productivity to the maximum you need to plan out your day. Think about which tasks you need to complete and in which order. A well thought out plan, should include breaks and ideally you should try and pre-determine what you intend to do during those breaks. Maybe you just want to stretch your legs and stare out of the window, or maybe you want to take the dog for a walk. Either way your break plan could change as easily as your work-plan, but having it scheduled means you are more likely to use the time constructively.

A rigid plan can also be as much of an obstruction as having no plan at all. Whilst you may have come up with the perfect order to plan out your day on paper, the reality might be different, so you may need to change the order of what you planned or move things around. Priorities could also easily shift if something more urgent than the task on your plan hits your desk. Your break plan might also change, for example if you were going to go for a walk but when it comes to the allotted time it's raining heavily outside, maybe you decide to have a cup of coffee and read a news article instead and go for your walk during your next break instead. The fact you have plan means that you will be organised and naturally more productive but allow yourself to be flexible in view of what the day holds in store for you.

Physical activity has proven positive benefits on your mind and creative abilities. As well as putting you in a better mood, the positive impact of endorphins released in the body following physical exercise also has a good impact on the brain. Numerous studies have proven that office workers who partake in physical exercise during the working day are better concentrated and more productive when sitting at their desks. Using one of your breaks to do some sort of aerobic exercise either in the house or outdoors will help you improve your productivity.

Brain exercises are also proven to help keep your creativity flowing, so it's well worth trying your hand at some brain games during breaks too. This could be anything from crosswords, wordsearches, Sudokus, physical puzzles or interactive brain games, like The New York Times' [Wordle](#). Just remember to include physical and mental exercises on your plan. Take the time to do them properly, but don't allow them to detract you entirely from your work either.

Below see our top tips for increasing your productivity whilst Tele-working:



Have a Schedule

If you have a schedule, you are more likely to complete the work on it but be flexible and allow yourself to change what was initially planned as unexpected tasks may need to come in at short notice or priorities may change.



Use Priority Lists

By listing out the things you need to do and prioritising them, you understand which tasks to focus on. It can feel good once a task is complete to cross it off. Where possible, prioritise the tasks you enjoy doing the least first and leave the more enjoyable ones for later



Take Breaks

Take regular breaks from work. Think about what you want to do during your breaks and plan accordingly. Avoid spending breaks in your workspace and if you're getting cabin fever, go outside or at least into another room.



Make a conscious Team Effort

Make sure you communicate with team members very regularly and take opportunities to join interactive team activities when offered. Try to contribute to discussions as much as possible and take part in any non-work related virtual team activities.



Have a Separate Workspace

Make sure you have a workspace that is separate from your living space. Ensure you have the correct furniture and equipment to work from home. Ask your firm for anything extra you need to be comfortable in your working environment.



Keep Work and Home Tasks Separate

Its fine to take the opportunity to do things at home when you are at home for the day, but try to limit your "home" tasks to break times on your schedule and avoid interrupting one with the other to stay productive in both areas of your life



Exercise Body and Brain

Find some spare time to do physical and mental activities to help energise you and keep you focused for the working day. This will help keep you in a good mood and increase your productivity.

ACTIVITY 8: PRODUCTIVITY WORDSEARCH (30 MINS)

Now it's time for some brain exercise. Can you find all the words related to productivity in the wordsearch below? Click on the link below the wordsearch to complete the online interactive version.

Productivity Wordsearch

A	C	O	M	M	U	N	I	C	A	T	E	G	O
E	T	A	R	O	B	A	L	L	O	C	L	A	L
S	C	P	C	K	P	S	E	F	K	A	C	O	C
I	T	N	I	A	R	B	S	L	S	S	L	K	T
T	L	C	R	E	O	N	C	E	M	P	E	I	R
I	S	T	S	I	L	L	H	X	A	S	O	S	E
R	T	M	A	O	T	S	E	I	E	H	A	R	S
O	S	A	E	E	P	L	D	B	T	A	X	E	T
I	I	I	I	E	L	I	U	L	O	L	P	E	B
R	O	I	B	S	A	N	L	E	D	P	N	X	R
P	S	R	D	U	N	A	E	I	L	S	T	R	E
S	E	C	A	P	S	K	R	O	W	U	G	S	A
C	I	S	D	E	S	I	N	A	G	R	O	I	K
S	R	E	X	E	R	C	I	S	E	W	I	A	S

SPORT
LISTS
SCHEDULE
PLAN
BRAIN
ORGANISED
COLLABORATE
EXERCISE
WORKSPACE
PRIORITISE
COMMUNICATE
TEAM
FLEXIBLE
BREAKS

Play an alternative version of this puzzle online at:

<https://thewordsearch.com/puzzle/3789480>

Additional reading/resources

- Work/life balance tools to promote better productivity:
<https://teams.rescuetime.com/rescuetime-for-balance>

- Taylor Martin. Blog on Productivity Exercises (physical and mental):
<https://blog.doist.com/productivity-exercises/>

Assessment tools – Quiz!

Now you have completed the in-service training course, test your new-found knowledge with the below quiz...

1. When working remotely it is important to...
 - a) eat lots of food to keep your brain well fed
 - b) have a separate space dedicated to your working environment
 - c) start at the same time as you would in the office
2. S.M.A.R.T. Goals stands for...
 - a) SECURE, MANAGEABLE, ATTAINABLE, RELEVANT AND TIMELY
 - b) SPECIFIC, MEASURABLE, ATTRACTIVE, RELAXING AND TESTED
 - c) SPECIFIC, MEASURABLE, ATTAINABLE, RELEVANT AND TIMELY
3. A good way of staying better connected with colleagues when teleworking is...
 - a) to try and make video conference calls mandatory for all team members
 - b) to try to have regular social conference calls for non-work-related catch ups
 - c) to try and encourage day-time team drinking so everyone is more relaxed
4. A better work-life balance is guaranteed when you are working from home!
 - a) True
 - b) False
5. It is important to be resilient when you are working remotely so that...
 - a) you can learn to adapt quickly to new unforeseen challenges.
 - b) you can keep working hard to get all your tasks completed each day.
 - c) you can multi-task whilst combining your job with the housework.
6. To ensure a productive teleworking lifestyle, you should...
 - a) Have a plan and stick to it stringently to ensure nothing goes amiss.
 - b) Have a plan and try and stick to it but be flexible as your day unfolds.
 - c) Have a plan that doesn't include any breaks or time away from the desk.

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Appendix

Assessment Quiz answers (correct answers highlighted in blue)

1. When working remotely it is important to...
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 - b) have a separate space dedicated to your working environment.**
 - c) start at the same time as you would in the office.

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 - a) to try and make video conference calls mandatory for all team members
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 - c) to try and encourage day-time team drinking so everyone is more relaxed

4. A better work-life balance is guaranteed when you are working from home!
 - a) True
 - b) False**

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 - c) you can multi-task whilst combining your job with the housework.

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 - a) Have a plan and stick to it stringently to ensure nothing goes amiss.
 - b) Have a plan and try and stick to it but be flexible as your day unfolds.**
 - c) Have a plan that doesn't include any breaks or time away from the desk.