

# Experience Building – Working Virtually

## Communication

It is important that you continuously work to keep open channels of communication with your team through videoconferencing software like Zoom and Microsoft Teams. Ask for help. Share ideas. Touch base.



Connection: Think about how you communicated with your team during group projects. Which ways of communicating worked best for you? Apply everything you learnt about communication styles to new projects you are working on now.

## Time management

Managing your time is essential when working from home. Prepare meals ahead of time and follow your usual work schedule. If you are in a shared space, plan your schedule with others to avoid interruptions.



Connection: During the semester, you had to balance school, family, job and student club obligations. What methods do you use to manage your time?

## Organization

When working from home, the task of organization falls to you. This can include stocking up your desk with everything you need for the day, decluttering your space, keeping to-do lists, and staying on top of emails.



Connection: When volunteering for student clubs you had to keep track of posters and papers. How did you ensure club supplies were always kept safe and organized?

## Computer skills

You will heavily rely on computer software to get your work done. Talk to your boss about the best software to use and search for video tutorials to become comfortable with using the new programs.



Connection: Professors are always bringing new technology into the classroom. How did you integrate those resources into your learning? Apply your adaptability to your new computer programs you need to succeed in other situations.



## Set boundaries

When working from home, it is important to set up a designated space for working. Avoid doing work on the bed or in the leisure room to ensure productivity. If possible, design your workspace similar to how you would if you were to work in person.



Connection: When you're working in an office or laboratory, it is rare to see people working on a bed or on the couch. How would you design your workspace to keep you motivated? Try changing into work clothes or outside clothes to get yourself in the zone to work.

## Motivation

It is very easy to feel a lack of motivation or burnout when working from home, especially when you do all of your activities (i.e. school, job, leisure, etc.) in the same space. Keep yourself motivated by taking breaks, staying hydrated, planning your schedule ahead of time, and setting boundaries with family if you are living at home.



Connection: What kept you motivated throughout the school year? Is it joining a club or sports team? Is it catching up with your friends? Remember to reward yourself to stay motivated!

## Self-care

It is important to take care of your physical and mental health while you are working from home. If possible, personalize your environment and schedule to ensure you are getting enough sleep, eating healthy, going outside, staying active, taking breaks from the screen, and rewarding yourself after a week of work.



Connection: What activities help you unwind after a long day of school or work? What activities do you enjoy most? Try to integrate some of these activities into your daily routine. It is important that you are on your own to-do list!

