

**tips + resources
for CSL Students**

TIPS FOR WORKING AT HOME

We know you may not have envisioned working from home during your CSL placement, but you can absolutely make significant contributions by working remotely. Below are a few tips to get you started on the right foot.

ROUTINE IS KEY

- Where possible, work regular hours and ensure your colleagues know when you are available.
- A new routine will take a few weeks to get used to, so post it in a place where you can easily access it for quick reference.

PREPARE FOR THE DAY AS IF YOU ARE GOING TO THE OFFICE

- Dress professionally and be ready for any video conference requests that may come up.

CHOOSE A DEDICATED WORKSPACE AND SET IT UP TO BE FUNCTIONAL FOR YOU

- Pick a workspace that is quiet and private (where possible).
- Ensure you have the appropriate technology at hand to do your job efficiently and effectively.
- Talk to your community partner about what technology will be provided and what you may need to invest in to do your job effectively.

AVOID DISTRACTIONS – ESPECIALLY SOCIAL MEDIA

- Instead, schedule breaks throughout the day to allow yourself some time to step away and do a little self-care. This will help you stay focused and on task when it is time to get back to work.

CHECK IN WITH YOUR SUPERVISOR (AND BROADER TEAM, IF APPLICABLE)

- Speak with your supervisor about how to communicate questions and when to seek guidance (i.e. your supervisor may want to set aside a few times during the term to connect and/or may prefer questions to be sent via email or live chat).

SET GOALS TO ACCOMPLISH AND HOLD YOURSELF ACCOUNTABLE TO COMPLETE THEM

- This may mean communicating your goals to your supervisor at the beginning of the term and sending updates on what you have accomplished.
- Getting in this habit will not only set the tone for excellent communication with your supervisor but will also build trust.
- Much like if you were working in the office, the expectation is that you complete all assigned tasks by their deadlines.

RESEARCH ONLINE RESOURCES IF YOU NEED HELP

- Ensure you stay proactive and seek out resources if you need help in getting organized and staying motivated.

UPDATE YOUR LINKEDIN PROFILE

- If you are just starting your placement ensure your LinkedIn profile is up to date.
- Monitor LinkedIn regularly to connect with new co-workers and read up on news pertaining to the organization to prepare you for your first day.