

MCN-19 WORK TIPS

Our realities are all different. We are not all office workers. We are in the same storm but not the same boat. For those who are at home, many of you are not “working from home” but at home “trying to work”. That’s just how it is and that’s OK! We are about to re-open the economy, maybe send our kids back to school, and how things unfold will vary from one province to another. The future can sometimes look hazier every day. We don’t cope with change the same way and now more than ever, we will need to embrace and lead change. As we keep adjusting and evolving, never stop reaching out to the [MCN](#) for guidance.

A special shout out to everyone involved in ensuring we have VPN access. That has helped many of us manage our workload. Special thanks to all who have and continue to go above and beyond to support our critical operations. You know who you are, and you deserve our respect!

CHECK OUT OUR MCN-19 WORK TIPS

1. Maintain Regular Hours

Set a schedule, and stick to it...most of the time.

2. Create a Morning Routine

A routine can be more powerful than a clock at helping you get started each day.

3. Set Ground Rules with the People in Your Space

Set ground rules with other people in your home or who share your space for when you work.

4. Schedule Breaks & Take Them in Their Entirety

You need breaks. Take them.

5. Leave Home

To the extent possible, get out of the house! Take a walk. Weed the garden. You get the idea.

6. Create a Reward System

When your to-do list for a day is longer, a simple rewarding mechanism may help you address tasks quicker. For example, allow yourself your favorite snack for completing a task successfully.

7. Exercise

When working from home, exercising once a day is crucial to stay in shape and keep the energy levels high. It's also needed if you have created a reward system 😊

8. Don't Hesitate to Ask for What You Need

PSPC is looking at improving how they support work-from-home setups, so talk to your HR advisor and discuss your options.

9. Socialize with Colleagues

Loneliness, disconnect, and isolation are common problems in remote work life, especially for extroverts. And even if you're highly introverted and don't like socializing, give a few interactive experiences a try so that you're familiar with them if you ever decide you want them.

10. "Show Up" to Meetings and Be Heard

Be sure to speak up during the virtual meeting so everyone knows you're on the call.

11. Take Sick Days

Sick days are part of your compensation package, so take the time off that you need. Keep in mind that sometimes it's best to rest and get better, so that you can be your most productive self in the long term.

12. Look for Training Opportunities

You are likely missing out on training and skills development courses that are taught in person. Review your learning plan and request online or in-person courses, training, and coaching if you need it.

13. Overcommunicate

Working remotely requires you to overcommunicate with your team. Tell them about your schedule and availability... often.

14. Be Positive

When you work remotely full-time, you must be positive, so embrace the exclamation point! Find your favorite emoji 😊. You're going to need them.

15. Take Advantage of Your Perks

When working in an office full-time, you sometimes struggle to find the time to get items completed from your personal/family to do list. Working remotely comes with unique perks. Take advantage of them. You deserve it.

16. Don't Be Too Hard on Yourself

If you find yourself working one minute and online shopping the next, don't reprimand yourself too harshly. Cut yourself some slack, then get back to work.

17. Set a Sleep Schedule

When you work from home, it can often be tempting to lie in later or stay up working. Make sure to get your ZZZs.

18. Keep looking to the future

The way we work will keep evolving in the years to come. It's important to review your employees' working arrangements to ensure they feel comfortable should they want to keep working from home.

19. End Your Day with a Routine

Just as you should start your day with a routine, create a habit that signals the close of the workday. Something as simple as shutting down your computer and turning on a favorite show will do. Whatever you choose, do it consistently to mark the end of your working hours.