# WR2 Introduction to Working Remotely Transcript

Welcome back. This second video is to introduce working remotely.

The point of this module is about understanding how you can stay connected even while you are distant. It's about understanding what it is like from both sides, whether you are one of the people who is working in the office or you are one of the people who is working from home or possibly a satellite office, whether that is some of the time, or all of the time. Whether working remotely or working from home is something you're used to, or whether this is a completely new experience, we really do need to understand what it's like from both sides to help you feel connected and work better together when you physically can't be together in the same space. So if you’re in the office and your colleagues are remote or if you're working from home yourself, you need to have an understanding of how working from home, or rather a home environment, requires you to balance your focus on work (and all the associated expectations of what you are doing and when) while also sharing that space with other people, who also demand your time and attention and they are expecting you to be available and do things with them in the same way as you usually do when you’re at home and not working. And that’s where the dissonance happens. So that’s the bit that we need to manage to make working from home really effective and reduce all the challenges that can be felt.

So the aims of this module are to help you understand the perspectives from home and the workplace, and to create a structure and manage yourself, and other people in a way that makes it easier to work at home, so that it's easier to be disciplined, motivated and focused. And so that you can work effectively with your colleagues at work, and still feel connected.

2:19

So, we all have a different experience of working remotely, and yet we're still trying to work together with colleagues and they may be spread all over the place or they may be quite local to you or they might even be in the same space as you. And how do we work together in a way that makes everybody feel part of the same team no matter where they are located. And sometimes, even if we're working in the office we may not necessarily be working in our usual place. We need to get used to how do we manage with the displacement? The sense of displacement because either we are not in a space we're used to or our colleagues are not in a space that they’re used to. And this is especially important if we're in our home environment, where you're actually having to manage your own expectations, and other people's expectations because you need to behave in a different way to what you are normally doing in that environment because you are now at work. You can’t behave in the same way as you usually are when you are at home because there are other expectations on you now.

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So even if you're one of the ones left in the office, you will need to change the way that you're working in order to collaborate with the people who are here working from home or in another place rather than the normal way that we’re used to working where we’re all in the same space together.

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When you working at home, typically one of the biggest complaints from people working from home is that you feel isolated from your colleagues, even if you might be sharing the same space with your partner. And if you’ve got someone else who works from home sharing your house, your home, you will need to find a way to work around each other so you don’t disturb each other. So it’s not so bad if you’re the only partner in your relationship who is working from home, but when everybody works from home, you need to come up with a way of managing that space so it is effective for everybody and you’re not interrupting each other.

4:32

Perhaps you have young children so you are needing to manage working from home, or perhaps you are welcoming the opportunity to have the flexibility to work from home and look after your children yourself rather than putting them in childcare. However, there is a need for you then to think about how do you mange in a way that you can focus and be effective at work while still looking after your young children.

5:00

Some of us at home, don't have the luxury of having a dedicated space or even a table, we might be having to work on the coffee table or share the kitchen table and clear everything away every time that you need to have a meal or do something else. So we need to be thinking about how you manage yourself, and the whole physical aspect of sitting in a space that may not be ideal. Some people are also having to work from your own bedroom. And again, that will depend perhaps on how many other people are in your home, the kind of space that you have, and how you may need to find a space where you're not disturbing other members of your family, who may also need to work from home.

5:46

Even if you're fortunate enough to have a dedicated work area, whether that's a whole room, which could be ideal and you can then call it your home office, or there's a spare bedroom and you can take part of that to be your work office, but it's still not your normal living space because it's your spare bedroom you're not normally in your home atmosphere when you're in that space, compared to when you're in your living room or your kitchen table which you're also using regularly for other home type activities.

If you have a desk where you can your back to the room and have a blank wall that will help you to focus even more and it becomes a dedicated workspace that you can say this is my working station. But you would still have the distractions of home all around you, and none of that supporting environment of work that normally would also help to keep you focused on working. So whether you're at home, or you're alone, or at work, or you are working in your office, you will need to maintain your focus and your motivation to do your work and find ways to collaborate with your colleagues, even when you're spread apart and you can't just go over to their desks in the same shared office. And so it's not as easy as working together when you're in the same location.

7:13

So after this video, what I would like to invite you to do before moving on to the next video is to just reflect on and think about, and write down all of the challenges that you're facing in your move to working from home. And think about your own experiences about working remotely. Whether you are the remote colleague, or it's your other colleagues who are remote. And think about what, what are the changes that you've had to experience in moving from working with a team that are all in the same location to having colleagues who are not in the same location as you. Then identify what top three challenges are coming up for you personally. So if you do that and then we'll come back into the next video afterwards.