

Tips for teachers and leaders to work effectively from home

Pivot Professional Learning

We have pulled together some great strategies from our team of expert remote workers (and parents) to help you start shifting to a remote working environment that works for you and your family.

Space & resources

- Set out a space to complete your work that allows you to concentrate and feel comfortable.
- Ensure you have access to technology and internet required to do your job effectively.
- Tailor your environment to suit your comfort needs (e.g., standing desk, technical equipment like microphones, additional screens, etc.)

Productivity

- Find the best time for you to work, whether that is early in the morning or when your small children are asleep for a nap during the day (if you are lucky enough to still be in this zone!)
- Keep a flexible task list that can help guide your work throughout the week.
- Communicate regularly with colleagues through agreed online platforms such as Teams, Google Hangout, or [Slack](#).
- Work on projects collaboratively using Google Drive or Onenote.
- Use shared project planning and prioritisation platforms like [Monday](#) to assist in allocating tasks and tracking timelines.
- Set time aside for “shallow work” like checking emails, social media, etc.

Family Balance

- Take time throughout the day to interact with your children and/or partner. This does not have to be long periods but enough to play a game, read a story, chat or eat a meal together.
- If you are supporting your child’s learning whilst working at home, try discussing, supporting and instructing, then getting them to do short independent work in close proximity to you while you work. Make it age appropriate and fun to keep them engaged.
- When you need to engage in “deep thinking work” let your family know so they can help you keep distraction free. This is a great time to have your kids also actively doing their own “deep thinking schoolwork”.
- Have your family “keep you honest” by helping you keep your agreed upon working hours.

Wellbeing

- Take regular breaks, stretch and move.
- Set boundaries with your colleagues and set (and keep) regular working hours.
- Take time away from technology and your workspace outside of work hours.
- Exercise your eyes regularly, removing your gaze from the computer and focusing on objects at different depths and distances.
- Use light blocking glasses or moisturising eye drops to avoid dry eye and eye fatigue.

