Remote Working 101:
Navigating Your Virtual Internship

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Agenda

✓ Creating a workable environment
✓ Setting boundaries
✓ Being intentional
✓ Knowing your limits and needs
✓ Getting and giving feedback
Create A Workspace

You may not be able to create or dedicate a room to be an office, but you can create a workspace

• Don’t work from bed or the floor
• Find natural light if possible
• Know what is important to you
• Get ergonomic
• Tell the other people in your household
• Have a Plan B
Get the Tools & the Rules

What do YOU need to work?
• Technology
• Ergonomics
• Silence or Sound?
• Office supplies

What does your company expect when you work?
• Technology
• Virtual engagement (video on/off)
• Information storage
• Deadlines and communication
Go To Work

Find routines and signals for your mind that can differentiate the start and end of the day.

- Dress professionally
- Take scheduled breaks
- Be willing to revisit and change your plan
- What signals do you have?

“Try to stick to a regular work routine and do the things that will make you feel like you’re going to work (shower, dress, etc.)”
- Lindsay B., City Planner
Prioritize and Organize

Get clear about goals and outputs for the day, week, and project. Document and plan accordingly. Check in along the way.

• Clarify
• Prioritize
• Focus on 2-3 things max
• Set deadlines
• Make a to-do list – break it down
• Use your calendar

“We’re all balancing a lot more than usual. Personally, I like to take 30 minutes each morning to set up...and block off lunch time.”

- Stephanie R., Vice President of Product Marketing
Communication Is Key

Connect with the people who matter most and go into the conversation with goals. What are you trying to accomplish with this conversation?

- Pre-work: agendas and emails
- Timing is everything
- Ask for introductions
- Video, phone, or email?
- Change it up

“Don’t be afraid to pick up the phone. If you would have talked it through with someone in the office, do it by phone.”
- Emily G., Disaster Operations Specialist
Take Care Of Yourself

**Slow down, we’re in a hurry.**

- Exercise
- Sleep
- Know your limits
- The time to relax is when you don’t have time for it

“*At the end of the workday, close your laptop and walk away.*”  
- Anne B., School Counselor
Manage Stress & Expectations

Things are going to go wrong.
Manage Stress & Expectations

Acknowledge that there will be shortfalls and disruptions. Shake it off and move forward.

• Pets
• Family
• Technology
• Landscaping & Construction
• Things you haven’t even thought of yet

“You can do anything but not everything.”
- David Allen, Author
Get Feedback

No one hired you to watch you fail. You were hired because someone saw that you already had the skills and abilities to be successful.

• Feedback is positive, all of it helps you grow
• Ask for the next step
• Get ready to be uncomfortable
• Managers aren’t mind readers and neither are you

“We cannot change what we are not aware of, and once we are aware, we cannot help but change.”
- Sheryl Sandberg, COO Facebook
Ask For What You Need

Figure out what you need and find a way to get it.

- Accountability
- Feedback
- Regular check-ins
- Training
- Access to people or information
- A view of the bigger picture
- Ownership

“Ask for what you need not because you are weak, but because you want to remain strong.”

- Les Brown, Author
Ask Me Anything
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