



Working from Home: A Guide for STU Interns

This guide will provide strategies you can use every day to stay productive and motivated while completing your internship remotely.

DESIGN YOUR ENVIRONMENT

BEATING PROCRASTINATION

We often hear words like motivation and willpower thrown around when it comes to doing or not doing our professional and academic tasks. This is problematic because they are natural

WHEN you will do the work:

- Make a schedule.
- It is important for you to set aside specific, concrete work periods so when you go to bed each

1. Implementation Statement

COMMUNICATION

When working remotely rather than in an office environment, good communication is crucial for success. You may be used to just popping into your supervisor's office to ask a question or for clarification, but when working from home, you will need to find alternative ways to stay connected and make sure you are on the same page.

Communicating with your supervisor/team

- A check in call at the beginning of the week to review your workplan and schedule with your supervisor is ideal. Set aside half an hour every Monday to go over expectation and work for the week. Even if you don't do any more work on your internship that day, at least you will have a clear plan to follow.
- Stay connected with your supervisor and the rest of your coworkers through whatever means they use to stay in touch, whether that's a program like Slack, Microsoft Teams or Gchat. A simple "Good morning!" when you check in for the day will let your team know you are there, and make you feel more connected.
- Be responsible for managing your tasks and time, but make sure you communicate your needs with your workplace, and that you understand theirs too. This keeps you visible and engaged as an employee and teammate.

Communicating with the people you live with

- Working from home can be complicated when sharing a small space like an apartment and requires planning and open communication.
- Make sure you communicate what you need to focus and be productive with the people you live with. Set up "work zones" and "quiet hours" in your space and try to keep those separate from places and times where you relax. If you have to do a video or conference call, let your roommates know in advance to make sure you won't be interrupted, and also that you won't be interrupting anyone else. If you need to, go into a separate room in those instances. And of course, wear headphones and mute your microphone when you aren't talking to minimize distractions.
- Set boundaries for interruptions. You (hopefully) get along with the people you live with. While that makes for a happier living situation, it can make it easy to get distracted from work when your roommate keeps showing you videos of dogs on Instagram. Let them know what is and isn't acceptable when you are working and enforce those boundaries. Use your break time for socialization.

