4 Tips for Starting a Remote Co-op Position

Create a routine and be consistent:
- Remote working can make it very tempting to schedule later start times, more flexible hours, and longer lunch breaks in hopes of creating a more lax work environment
- Procrastinating tasks that have tight deadlines can lead to working several hours overtime to complete those tasks. Set a time that works for your schedule and stick to it to maximize your productivity and work-life balance.

Set up a comfortable workstation:
- Often, students do not have a designated "office" within their homes. Although it might seem like a good idea to work from the comfort of your bed, it can disrupt your work-life balance by making it difficult to relax once work is done
- Try making a desk or table into a "designated workspace" that you treat as an in-person office: you begin working at your scheduled time and sign off once work is over.

Clarify expectations/concerns during meetings:
- It may seem daunting to ask for clarification or specific questions during team meetings or even individual calls with colleagues. However, asking questions as they come up and clarifying all concerns right away will help minimize future issues, all while fostering strong communication across different levels of the organization.

Put distractions away:
- Working remotely can make it difficult to concentrate on the task at hand, especially since there can be so many distractions. To make it easier to focus on your tasks at work, try leaving non-essential electronics (e.g., cell phone, personal laptop, etc.) away in a drawer or a different room. This way, you will be more focused

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