



UNIVERSITY OF
OXFORD
DEPARTMENT OF
STATISTICS

Top Tips for Remote Working

1. Home Office

Try to set this up in a separate room or area where you will be as free as possible from household distractions. Think about your posture - your arms should be angled slightly downwards towards your keyboard not upwards. Try raising your chair or using a cushion. Put books under your screen to raise it to eye level. See <https://safety.admin.ox.ac.uk> for info.



2. Stick to your usual routine

Try to stick to your normal week day routine. Wake up at the normal time to help you mentally prepare for the day. Don't stay in your PJ's all day. Dress as you usually would when working in the Department. Talk to your family or flat mates and agree your home-working timetable so that you set boundaries for quiet, uninterrupted work time and for home time.



3. Take regular breaks

Take coffee breaks and lunch as you would normally do. Perhaps arrange to have a 'virtual' meetup with a colleague or a member of your research group. Stretch and move position regularly. Short frequent breaks are far better than longer ones e.g. 2-3 minutes every 20 minutes is better than 10 minutes every 2 hours. Keep yourself hydrated.



4. Get some fresh air

Get your shoes on, get outside and enjoy that fresh air. A different perspective will also help undo mental blocks and give you a fresh pair of eyes for any tasks you're struggling with. If you can't go outside try a background noise APP to bring the outside in. Not taking a break can reduce your productivity levels and make you feel more tired.



5. Stay connected

When working on your own, calling people and having a conversation can be much more stimulating and indeed productive than a chain of emails. Microsoft Teams should be used where possible but during this period the University has confirmed that the video conferencing service Zoom can be used for non-sensitive and non-confidential meetings. See: <https://infosec.web.ox.ac.uk/article/guidelines-for-using-zoom>



6. Keep active

The physical and mental wellbeing benefits of exercise are now as important as ever. Whether you do a home workout or run up and down your stairs, it's important to keep moving and get your endorphins flowing. Oxford Uni Sport are sharing workout ideas, tips and short exercise videos on social media #StayInAndWorkOut.



7. IT: Ask for help

Mail ithelp@stats.ox.ac.uk if you are struggling with IT when working from home. Please include the following information:

- a short description of the problem
- the operating system you are using (Linux, Mac, Windows)
- your username
- any error messages you see



8. Remote Working

- Set up the Statistics VPN (see <https://www.stats.ox.ac.uk/home/it-support/remote-access/>). Using the Statistics VPN means that you can log on to Statistics servers and desktops without going via gate.stats.ox.ac.uk and gives you access to the internal web pages.
- Set small, achievable goals. Using your new set up, work out how best to achieve one task at a time.



9. IT: Backing up

You are responsible for backing up laptops and home computers. The central HFS backup service is available to back-up most devices (it's free). Full information can be found at <https://help.it.ox.ac.uk/hfs/index>. Software is available for Windows, Mac and Linux but not currently the latest MacOS. Approved cloud storage that features built-in backups are OneDrive and SharePoint. See <https://help.it.ox.ac.uk> for full details.