



# Experiential Placements

## Windsor Law Remote Placement Lifehacks University of Windsor

To successfully work remotely from your placement, it is necessary to work with less structure and more freedom in completing responsibilities. It requires planning and flexibility, discipline, and organization.

### 1. Identify your workstation.

You can devote a room or part of a room into a workstation. Develop a system for arranging the work that will you do at home so that things stay organized. You may or may not have access to a printer, or a shared drive without setting up a VPN in advance, for example. Each placement will be unique, and we will support you having the means to carry out your placement requirements. Here are some characteristics of an effective workspace:

- Minimal distractions from television and electronics, family and friends
- Good internet access
- An environment that promotes focus
- Adequate workspace
- Access to telephone or electrical outlets
- Security and safety of work materials
- Separation from on-going domestic activities
- Temperature, sound, and lighting comfort

### 2. Know your work guidelines and expectations.

Set a routine for the times you work remotely in order to set up a routing. Begin and finish work at a regular time and discuss with your supervisor(s) when you will be available online for calls, video conferencing, and checking emails. If you need to be offline for focused work such as research and writing, be sure your supervisor(s) know.

Check with your supervisor(s) about confidentiality requirements when working at home. Be sure to provide a written confirmation of understanding if needed. You may need to ensure that your computer, access to internet (including any access to email) and any paper files are kept secure. This will include not allowing others to use your laptop and may include locking up laptop or files in a cabinet when you are not there.

### 3. Regularly check in with your supervisor(s).

Be sure to communicate often and clearly in order have good output. Our definitions of work may have to be flexible. Please pay attention to your mental wellbeing, stay informed on public health updates, and reach out to your family/community. Self-care and care for others may have to take place during work hours. For example, during this time, if you need to meditate, go out for groceries, or care for a neighbour during the day, plan it in your schedule and be sure to discuss your availability with your supervisor(s).

### 4. Organize your day.

Develop a list of goals and assignments for your remote working time. Review your goals at the start of the day; reflect on your accomplishments at the end of the day. Discuss with your supervisor(s) in what way and how often it is appropriate to review your list and provide input on your priorities.

### 5. Stay connected.

If they are available, attend office gatherings and meetings virtually. If you have skills in technology to set up online platforms and come up with creative ideas to prevent those working remotely from being isolated, share them with your supervisor(s) and offer to set them up.

### 6. Self-care! Be compassionate and kind to yourself and others.

Working remotely can be challenging at any time, but especially during these trying days. Take care of yourself by taking breaks, doing things that make you feel positive and refreshed, and communicating any feelings of being overwhelmed with your supervisor(s).

Thanks to resources from:

- Seattle University
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