TIPS & TRICKS FOR WORKING FROM HOME

General tips for working from home

- Maintain regular hours
- Get dressed
  Don't work in your pajamas.
- Exercise and stretch regularly
- Remove distractions
  Don't get too sucked into the news, social media, or anything else. Setting a schedule for when you can use these distractions can be useful.
- Make to-do lists
  Keep yourself motivated, organized, and productive
- Find ways to socialize outside of work hours.
- Build transitions into & out of work
- Keep a dedicated work space
- Set ground rules with the people in your space
- Schedule breaks
- Communicate!
- Check in with co-workers, EVSS students, the EVSS Office, advisor and committee members on a regular basis.
- Use a planner or calendar
  Keep yourself on task and from forgetting meetings and deadlines.
- Transfer your commute time to intentional rest time.
HOW TO NAVIGATE
CLASSES, PROJECTS & RESEARCH ONLINE

Classes & Projects

- Communicate regularly with your professors, classmates, project groups, advisor, and committee members.
  - Use technology such as Zoom and Google Suite (docs/sheets/slides, chat, hangout) for live communication.
- Actively participate in class discussions, whether they are conducted live or via discussion boards.
  - This means sharing your opinion, asking questions when you need clarification, and reading what other students are posting.

Thesis & Internship Research

- Talk to your advisor and/or to the program office
  - Discuss ideas specific to you, and assess whether you might be facing any technological barriers to doing your work online at home (access to software/hardware/internet/etc).
- **BE FLEXIBLE!**
  - You might have to be flexible in either your research design or your timeline, especially if you had plans this summer of meeting with constituencies or using certain equipment or lab access. For some you might need only slight adjustments to your research plans, while for others, you might want to shift to developing a quantitative meta-analysis of literature, or analyzing other existing secondary data to still make progress this spring and summer. For others, you can use these weeks at home to develop a rich literature from which you can write your research design, or to deeply explore an online archival collection or search for online sources of spatial data.
- **Remember this is an opportunity to increase your skills on how to do research in the digital universe, and that is what you can talk about at future job interviews.**
  - Be aware of both the opportunities and the tradeoffs of working online —and write or talk about the resilience of scientific research practices in the age of the pandemic. Remember you are not alone: this is affecting all scientists worldwide. What lessons will you share with your future colleagues?
ONLINE RESOURCES

Technology

- Zoom
  - Website
  - Connect your account to CofC
- Oaks
- Google Suite (Drive, Sheets, Docs, Chat)
- Microsoft Teams
- Voicethread
- Adobe
  - Adobe Scan Mobile App
  - Adobe Acrobat Pro and Adobe Create Suite software request
- Office 365
- DoodlePoll
- Dropbox

CofC Resources

- Self-Service and Support System
- IT Chat Portal

Information Technology Service
DeskPhone: 843.953.3375 | Email: itservicedesk@cofc.edu | Chat/Submit a Ticket: https://help.cofc.edu/Self-Service Knowledge Base: https://cofc.teamdynamix.com/TDClient/1802/Portal/KB/Student Instructional Technology Services Blog: http://blogs.cofc.edu/sits/Other online resources regarding “Learning Remotely.”