

Tips for Students Who Are Working Remotely

Student Employees Working Remotely

Working remotely is a great opportunity to develop some career competencies including adaptability, flexibility, creative problem solving, resilience and other skills that are important in the workplace.

Below are some helpful tips to make this transaction easier.

1. Keep your routine. This will help you to better balance work, school, and personal life.
2. Dress in the virtual work environment just like you would for regular work.
3. Have a dedicated work space that is clean and free of clutter.
4. Take timed intentional breaks. A break from your computer screen will allow you to clear your head.
5. Stay connected to co-workers via email or other virtual methods.
6. Listen to music to provide a comforting environment.
7. Set rules and make sure that others know when you are at work.
8. Make daily to-do lists to stay on track.
9. Create a work schedule and leave work behind at the end of the day.
10. Stay in touch with your supervisor. Check-in and let them know how you are doing.

Resources to check out:

- [How to Be a Remote Employee: Effective Tips for Working Remotely](#)
- [Tips for Student Employees Working Remotely](#)
- [CMU Student Employment Information](#)