

Make the best use of home office

**A virtual discussion on good practices and technologies
for the new work reality**

Space and time management

Task planning

Communication

Learning and teaching

Personal well-being

Solidarity

Dealing with uncertainty

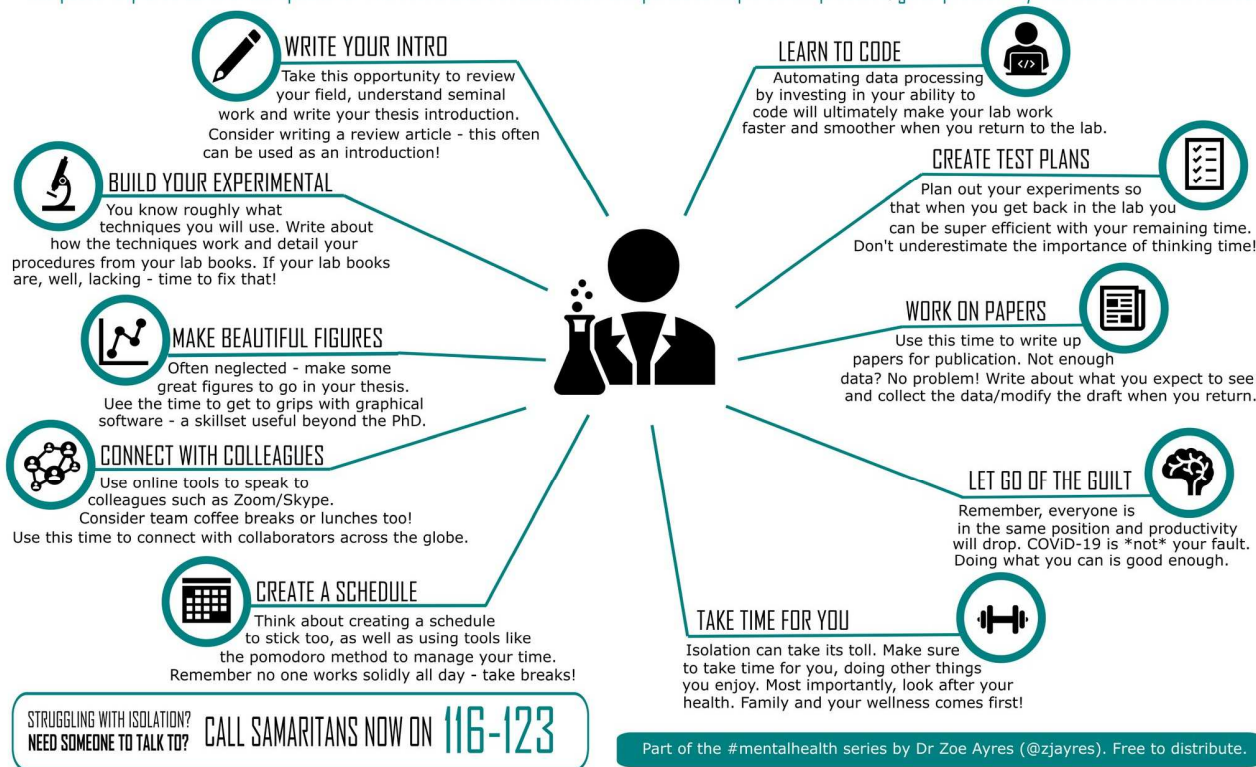
Simone Biasco, Ph.D.

Institute of Quantum Electronics, ETH Zurich
PostDoc representative in the AMP Board

ZOOM meeting
Start: 04.30 PM
Tuesday 7 March 2020

SCIENTIST WITHOUT A LAB? A PhD RESEARCHER GUIDE TO COVID-19

In these unprecedented times, many of us are finding ourselves without the ability to perform lab work and are having to self-isolate. This poster explores some of the options for PhD researchers in these uncertain period to help alleviate pressure, guide productivity and maintain mental wellness.



Boundaries take on new meanings

27.03.2020, by Prof. Gudela Grote on | [Zukunftsblog](#) | [Digitalisation](#)

<https://ethz.ch/en/news-and-events/eth-news/news/2020/03/blog-grote-working-from-home.html>

Tips for working from home

27.03.2020, by [Human Resources department](#)

<https://ethz.ch/content/associates/services/en/news-and-events/internal-news/archive/2020/03/tips-for-working-from-home.html>

ETH internal news, info on Covid-19 and support:

<https://ethz.ch/services/en/news-and-events/internal-news.html>

<http://www.library.ethz.ch/en/Ressourcen/Frei-zugaengliche-E-Ressourcen>

<https://ethz.ch/services/en/news-and-events/internal-news/archive/2020/03/bilden-sie-sich-auch-im-homeoffice-weiter.html>

<https://www.wie-gehts-dir.ch/de/aktuelles/sich-sorge-tragen-in-der-zeit-des-neuen-coronavirus>

<https://ethz.ch/students/en/advice/psychologische-beratung.html>

<https://ethz.ch/services/en/news-and-events/internal-news/archive/2020/03/start-of-special-podcast-series-covid-19.html>



Disclaimer: no liability is taken for the links included in this presentation.

How can I provide structure to my day?

Build your own daily routine with structure and purpose

- **Get dressed** as if you were going to work as usual.
- Start your working day with purpose and **stick to the same morning routine**.
- Set priorities and work with a **clear to-do list**. (even the evening before)
- **Take some breaks** somewhere else in the house and drink water.
- Clarify expectations of working time and availability within your team.
- **If there are children** in your household, consider how to organize with them to work quietly.
- **Don't work too long and enjoy your evening**.
- End your day by organising your desk or your to-do list for the next day.



Let's take it with
humor 😊

The right tool at the right moment

- Short factual information and agreements work well via e-mail, Slack, Riot and so on.
- All means of communication with images, such as Skype, Zoom, Telegram, WhatsApp, create personal closeness.
- For complex and personal matters, the telephone is still often the best means.
- Rules on how to deal with potential permanent availability become more important when working from home.

Leading virtually

- When we don't see each other anymore, we have to plan when and how to meet.
- Regular team meetings and discussions should take place as usual, simply through other media.
- Even shared coffee breaks and lunches are feasible as virtual meetings.
- Informally asking after a colleague now and then can substitute for the quick daily chat at the office.
- Seeking contact in work-related or personal difficulties is now more important than ever.

Task planning + Learning and teaching

Plan and stay connected with your team

- When working virtually, it is even more important for everyone to **have clearly defined tasks**.
- Discuss with your team and your supervisor. It is **helpful to put decisions into writing**.
- Online tools can be used to have a planning of team activities. Google calendars can be integrated in the Riot and Slack chat software.
- Motivate each other with **feedback and appreciative words**.
- Find ways to **keep feedback culture alive and well**.
- Boost commitment levels by **letting your colleagues know what you're currently working on**: it's not so obvious now that remote working is the norm.
- Teaching and learning via Zoom, Moodle, and other platform may benefit from slides and drawings via graphical tablets. **Be open to the students' feedback**.

How can I stay healthy?

- Make **use of the time you would normally spend commuting**.
- Make a **conscious effort to plan in physical activity**.
- Be sure to always follow the BAG - [Federal Office of Public Health's behaviour and hygiene recommendations](#).
- It's also possible to **exercise indoors** with videos of workouts that you can do at home.
- Be sure to stick to your **normal mealtimes and to drink enough water**.
- Try reading **light-hearted, entertaining news** as well.
- It is important to stay informed, but do not constantly expose yourself to negative information.
- **Maintain social contact** via video chats.
- **Offer help to others and accept help** if you need it.

Video: **Dealing with Uncertainty (COVID-19)**

By David M. Giltner, Ph.D. - TurningScience

[Link to YouTube video](#)

1. **Stick to your values and principles** - They got you where you are. They will get you out of this.
2. **What story do you want to tell?** - Think about yourself 2 months, 6 months, or a year from now. What story do you want to be telling? Use this to guide you in the present.
3. **Help others and be an example** - When I'm feeling uncertain and now sure what to do, I find it always helps if I think about how I can help others. That time is productive, and it also sets a good example.
4. **Fear-setting** - Write down specifically what you are worried about, quantify how bad you think it could actually be, and then devise how you might repair it if it actually happens, and how you might prevent it before it does. Realize what the real problems are, and prioritize solutions.
5. **Just do something!** - If you are sitting at home not sure what to do next, just pick something that aligns with your values and principles and do it. It could be a hobby or taking a walk or fixing something around the house. If you get busy doing something, your mind will come up with your next steps.

- TogETHer initiative: ETH Zurich provides help
<https://ethz.ch/services/en/news-and-events/solidarity.html>
- HelpfulETH emergency research-initiative for short-term engineering solutions for the healthcare sector
<https://helpful.ethz.ch/>
- Epidemic Datathon by ETH and UCLA:
<https://www.epidemicdatathon.com/>
- Science outreach, such as Skype a scientist:
<https://www.skypeascientist.com/resources-for-scientists.html>
- Concrete solidarity to elder and vulnerable people in Switzerland **#zämädihei**
<https://www.zamadihei.ch/>