**10 Tips for Successful Hybrid Working**

If you work in a hybrid way, the following tips can help you to make it a success, as well as effectively manage your work life balance:

* Make sure that you are aware of any local rules or team principles relating to hybrid working, and work to these principles. Also ensure that you are aware of the University roles and responsibilities for hybrid workers.
* Clearly communicate your working pattern to colleagues and customers. Block the time out in your calendar and use an auto signature, MS Teams presence indicators or out of office message to communicate when you are available. If your working pattern includes hours outside of those often considered typical office hours, consider including a note to this effect in your auto-signature with a reminder that a reply is not expected until the recipient’s working times.
* When working from home it is important to establish effective boundaries to avoid work overspill into home life. Create a separate space for work if you can, and aim to have a defined start and finish time. Ensure a break is taken during the working day, including regular screen breaks. Look at some of our resources for managing work life balance.
* Take responsibility for communication – it is fundamental to the success of hybrid working and requires a team effort. What do you need to share, and with whom? Should you be undertaking a work at a different schedule or from a different location to your colleagues, be proactive and talk to them about the best ways to keep in touch and stay connected. Let people know how best to contact you when you are not in the office.
* Ensure that you have all of the relevant technology available to you in order for you to undertake your role effectively - seek additional training if required. When communicating with others use the right tool for the specific job and try and use a mix of different appropriate technologies.
* Hybrid working benefits from strong team relationships with high trust. Take the time to get to know colleagues, embrace opportunities to connect informally and make the most of time in the office and on campus to learn and share.
* Establish an effective homeworking set up. This may include thinking about ergonomics, managing distractions or noise, and having enough light or storage. Also undertake a [DSE assessment.](https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=32676)
* Ensure inclusion. Take responsibility for bringing everyone into the conversation whether they are in the office or at home. Make sure that your meetings are inclusive by holding them online as default so that everyone can contribute equally.
* Plan for effectiveness and productivity. Some forms of work will lend themselves better to being at home or being in the office. Consider where and when you are most effective and productive – you may need to experiment to determine this. Discuss this with your manager too.