

## Top Ten Things To Consider While Working Remotely

1. Establish your work hours and create a routine to start and end your day, separating you from home and work.
  - Commit to a start time and know what you need to accomplish by the end of your workday.
  - Build in regular time for movement and brain breaks... this will increase productivity.
2. Identify a specific and consistent space where you will work, make sure you have access to what you need for the day to avoid potential distractions.
  - Find a table and a chair that will be comfortable for a long period of time.
3. Identify what tools you need to work from home (e.g., pens, notepads, highlighters, manual) and put them in your workspace. Understand that your work process may be different when you do not have multiple screens, access to the workroom, etc.
4. Figure out what headphones work best with your work cell phone. This may seem trivial and yet it is one of the most important things to consider.
  - Being hands-free will allow you to access your laptop while on calls.
5. Confirm that all meeting invites include time zone, conference call numbers or access to video chat.
  - Enter the meeting call or video a few minutes early to allow for time to connect successfully.
6. Schedule video calls for team meetings when you can. Not only does this mix up your day but it also will allow more efficient communication in some instances.
  - Build in a few minutes for some “water cooler” chat to help your team feel connected while working remotely.
7. Be mindful of your nonverbal communication while on conference calls. Even though listeners cannot see your nonverbals, they will hear your tone. Use it wisely.
8. Avoid the temptation to multitask too much while on a call. You may think you can chat, text, and read email while on a call but you cannot.
  - Close or minimize the screens on your laptop that you are not using and mute your laptop volume so you are not disrupted or tempted to do other work.
9. Be mindful of your cell service / wireless connection. Have a backup plan in place if you have an important call scheduled during an outage.
  - Communicate with your staff if you will be working offline temporarily.
10. Be sure to mute your phone whenever possible when on a group call.
  - If you are not alone at home, alert others when you will be on a call so you are not disrupted.

## Other Things to Consider While Working Remotely

- You get to wear sweatpants, slippers, and do not HAVE to shower/put makeup on if you don't want to! Keep in mind, some people prefer to dress for the workday as if they were headed into the office.
- Remember, kids/dogs/significant others are never quiet when you need them to be. When possible, find a quiet spot for important calls.
- Maintain your workout routine... and enjoy the flexibility working from home offers. If you've felt restrained by having to get your workout done after work, try working out during the day and enjoy the extra productivity you will feel after!
- Be sure to mute your phone whenever possible and take yourself off mute when you are about to speak. Do not be that person who the rest of the team has to remind to "take yourself off mute."
- Let those in your home know when you will be on a video call... if not, it may lead to some embarrassing moments.
- For those of you more energized by people, find ways to connect periodically throughout the day to maintain your energy level. Schedule a quick chat/group chat with a colleague to discuss non-work items.
- Do not forget to stand up and move around regularly – your back, neck, shoulders will thank you.
- You can play whatever music you want. Just be sure to turn down the volume when on calls.
- You're home, but you're not home.