

8 EFFECTIVE TIPS FOR WORKING REMOTELY



Make sure to get approval from your manager before working remotely. You will need to adhere to your institution's policies while conducting work from another location.

1. KNOW YOUR TOOLS



Avoid frustration and maintain productivity by testing technology and accessing files remotely before you need it. Consider forwarding your calls and learn to access voicemail remotely.

2. SET YOUR SPACE



Find a comfortable, quiet spot where you can focus and maintain an ergonomically-sound work

3. STRUCTURE YOUR DAY



As appropriate, keep your same work hours; structure your day like you were going in to the office. Be sure to maintain boundaries around hours. Plan for meal breaks just like you would in the office.

4. COMMUNICATE!



You won't "see" everyone in the hallways, but it's important to stay connected with your coworkers and clients. Use all of your tools to stay connected—instant messaging, online meetings, MS Teams, phone calls and emails are just a few.

5. BE PROACTIVE WITH YOUR MANAGER



Keep your manager up to speed on your accomplishments, struggles and areas in which you need assistance. Be clear on goals and tasks. Plan to provide regular and frequent status reports as appropriate and discussed.

6. AVOID DISTRACTIONS



Plan your work space and schedule to minimize distractions. Limit interactions with family members, friends, and pets to break periods or after your work day ends.

7. KEEP HEALTHY



Make sure you periodically stretch, walk around, and frequently look away from your screen. Use your calendar if you need a reminder!

8. ADHERE TO POLICIES



While you are working remotely, remember you are still "at work" so be sure to follow your institution's policies including downloading apps and visiting websites on work computers.