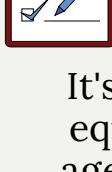


Working from home

TIPS FOR SUCCESS

CHOOSE A DEDICATED WORKPLACE

Although it is not necessary to have a home office, you should have a dedicated workspace. Work from the kitchen or dining room table instead of spaces that are associated with leisure time, such as the couch.

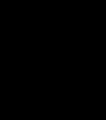


CREATE A TO DO LIST

It's important to be flexible but it's equally important to commit to an agenda that outlines assignments before you begin. Try to create your schedule the day before, making it feel more official when you wake up the next day to get started on it.

MENTALLY PREPARE

When working from home, do all the things you'd do to prepare for an office role: Set your alarm, make coffee, and wear nice clothes.



MAINTAIN REGULAR HOURS

Set a schedule. Although one of the benefits of working from home is the flexibility that comes with setting your own hours, having clear guidelines for when to work and when to call it a day helps.

SET GROUND RULES

If your family is home this will be important for you, be clear about when you are working and what you can and cannot do during this time. With younger children this will be more difficult, so be flexible.

SCHEDULE LUNCH

It is easy to work through but giving yourself a break will help you reset and focus.

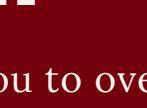


FOR SUPERVISORS

If you are a supervisor, schedule check-ins with your staff. Staff may be hesitant to call you on your cell phone to ask questions, setting scheduled check-ins helps the team stay connected.

UTILIZE TECHNOLOGY

Use office teams for virtual team meetings and group chats and OneDrive to share files. You can connect to your office shared drives if you have VPN installed on your home computer.



OVER COMMUNICATE

Working remotely requires you to over communicate. Tell everyone who needs to know about your schedule and availability often. When you finish a project or important task, tell the people who need to know.

GIVE YOURSELF GRACE

The most successful remote employees have a reputation for being extremely disciplined. After all, it takes serious focus to do any full-time office job from an unconventional space.

TAKE SICK DAYS

When you're not well, take the sick time you need.