

## **Tips for Working Remotely**

**Avoid Distractions** – let your family and friends know you are working. Set clear boundaries and let your working hours and schedule be known. Stay focused.

**Build Habits** – prepare your body and mind for the tasks ahead the night before. Set daily goals, and you will feel a lot more comfortable, confident, and efficient when you get started with whatever work or tasks you set out for yourself. When you have a routine the less likely things will fall through the cracks.

**Create a Schedule** – having a schedule or plan will help to increase your productivity. Create a good daily planner for what tasks and ideas you plan on accomplishing and keep it where you can see it. Use your Outlook calendar to keep up with meetings and projects.

**Designate a Space for Work** – this is a space that stimulates your workflow and is clear from distractions. Having a dedicated area in your house to work from helps to keep you focused and productive. Keep your desk clear and surround yourself with things that inspire you and has all the tools you may need.

**Effective Communication** – continue to provide excellent customer service and be readily available during business hours. Be proactive in correspondence and respond to emails and messages in a timely manner. Use the Teams app to hold meetings or chats.

**Follow and Track Progress** – write yourself to-do lists and tick things off as you complete them. Set goals and tackle larger tasks first, you will use your most brainpower and you will do your most productive work. Make note of smaller tasks that can be accomplished within 15 minutes or less.

**Get Tools** – coordinate with your supervisor to make sure you have all the necessary tools to do your job remotely; for example, a laptop, wireless mouse, portable charger, internet access/Wi-Fi hotspot, external hard drive, software, etc..

**Have Breaks** – breaks are an important part of the working process, you are allowing your ideas to settle, your brain to rest up and to catch a breath and your body to relax. Eat breakfast and eat lunch. Go outside, get some fresh air and sunshine, and take a short walk to get your blood flowing.