Tips for Remote Workers

- Get up every morning at the same, regular time. Shower, and get dressed as if going to the office (but make up not required).
- If you normally eat breakfast/coffee during your commute - find a place to sit and "commute" - in other words, try to keep your daily routine as similar as possible as if you were going to the office.
- For the designated place you will be working - that IS your office. When you arrive at your office, log in and get set up for the day.
- Remember to take lunch and rest breaks (seriously, this is the hardest thing to do). You may even want to put a reminder on your calendar for this.
- Log in and log out at your scheduled times (especially for hourly staff). It is WAY too easy to log in early in am and sit (without moving) until late in the night (trust me, I've done this way too many times).
- Keep your workout schedule - do not stop. If you are accustomed to working out in a gym, then find a way to do your workouts at home.
- Have extra batteries on hand for any battery needs you have.
- Stay away from the fridge
- Dedicate a workplace – not the kitchen table (if you have others in the house). It can be a guest room, cleared out closet - whatever
- Make sure you have a printer, replacement toner and that your printer has a scanner etc. You still need to print on occasion
- If you do not have a good headset you might want one to invest in one. But if not. a speaker phone works well. You want to keep your hands free so you can type and take meetings at the same time
- If you have not figured out how to quickly send someone a WebEx link so they can see your screen or whatever platform you have available. Learn that skill now. Sharing your screen allows you to pick up speed when working with people thousands of miles away. There are times when seeing, reacting and working on the same thing, in real time accelerates collaborative work
- A colleague keeps his entire office is in his carry-on backpack. He finds it best to ensure he puts everything in the same place when done with it. “When I take something out, I leave the pocket unzipped so that I know I have something out. That way I don’t forget to put it back in the backpack when I move my office for the next trip, flight, or lobby to work out of.”
- A colleague suggests walking several laps inside the house while on a 90-minute conference call – helps him remain engaged in the call and not zone out. Remember you don’t have that co-worker across the table to “react too” - notice their “unique color choice” of shirt for the day etc.
- Open your video camera only when you’re ready to be seen. Have a wall or non-descript backdrop so that your guests on the call don’t get focused on checking out what is behind you.
- Schedule a call with a colleague and take a coffee break together – no talk about work, just a time to connect.
- Find a way to relax, enjoy, and not be stressed. Most importantly - stay healthy.....we need you!