

# Guidelines for Employees Working Remotely



## Set Yourself up for Success



- Establish a daily routine. For example, showering and getting dressed for the day, grabbing a coffee before you start your work, or taking a short walk over lunch.
- Create daily goals. This will help you to build structure into your day. Use sticky notes as reminders for deadlines. Setting goals is critical to feeling accomplished when completing them, and to staying motivated.
- Use the 1-3-5 Rule. Every day focus on 1 big project that is a priority for you to complete, 3 medium things that need to be done, and 5 small tasks to finish.
- Take breaks. Taking short (2-5 min.) breaks is important when working from home to boost your productivity and focus.

## Communicate Effectively

- Communicate frequently with your manager and colleagues. Use regular check-ins to update others on your progress, and to elicit feedback.
- Let your manager know about the competing responsibilities you have and that you are committed to doing your best to maintain your productivity as much as possible.
- Be an active participant on virtual meeting platforms and conference calls.
- Regularly give and receive feedback. When giving feedback to your colleagues, ensure it is specific, constructive, and empathetic. Use your feedback to discuss outcomes and actions.



## Maintain Balance and Well-Being



- Set aside specific times when work does not interfere with family, such as dinnertime, and when family does not interfere with work, such as a block of time in the morning and/or afternoon. This can be challenging if you are caregiving for family members who would usually be at school or daycare. If you have a partner, work out a schedule so you each have some uninterrupted work time.
- Set working hours and try to stick to them. Having your home and workplace together makes for very fluid boundaries. Disconnect from work. Taking time off to rest and recharge will keep you more engaged and productive in the long run.
- Find time to exercise. Physical activity combats stress and boosts productivity.

