



### Employee Telecommuting Tips

It requires careful planning and discipline to be a successful telecommuter. Described below are basic tools for working at home.

- Establish a dedicated workspace in your home.
  - Do not work on the couch or in front of the television.
  - Prioritize privacy to keep the items on your workspace and computer protected and private.
  - Eliminate distractions and disruptions in your workspace. Make ground rules for family members. Have an open conversation with your family members and explain the expectations of the work from home culture.
- Adhere to established work hours and maintain accurate time accounting documentation to support hours worked.
- Master the technology requirements necessary for working from home (i.e. video calls/meetings, call forwarding, email, Ring Central, Zoom, Teams, Google Hangout, etc.)
- Get ready for work. Dressing casually is definitely a benefit of working at home but getting “ready for work” is a daily ritual that many teleworkers swear by.
- Build up trust in telecommuting by informal, as well as formal, reports to your supervisor. Clarify expectations.
- Structure your day. Create a daily task list, set goals, and adhere to a daily schedule, complete with breaks and times when you will be able to focus on deep work.
- Do not let household tasks take over your work schedule and impede your productivity and performance.
- Develop a list of goals and assignments for the days you telecommute. You will be measured on output, not how many hours you sat at your desk. At the end of each day, go over the list and see how much you have been able to accomplish.
- Uphold a high level of customer service.
- Maintain contact with the office. Remain in touch with the office during telecommuting days.
- Follow the same rules for deadlines as if you were in the office.
- Be considerate of co-workers. Ensure that co-workers are not having to compensate for your absence in the office.
- Establish healthy habits while telecommuting and maintain work-life balance. Keeping a regular exercise routine will help you combat the sedentary lifestyle that remote work can cause.