

# WORKING REMOTELY

Working remotely has its own set of challenges. If you have worked from home or another location, you may want to revisit your practices. If working remotely is new, the guidance below will help you get started.

## BE INTENTIONAL



### Identify a Dedicated Workspace

- Discuss your workspace needs with others who may be sharing your home or living space. Use this conversation to share your needs and to hear others and their workspace needs.
- Agree upon how you will handle privacy, interruptions, and background noise.
- Dedicate a private space that is comfortable and conducive to work and agree with others about being flexible with these arrangements.
- If you cannot find a workspace that is private, identify a separate quiet place you can go for phone calls, meetings, and other confidential work.



### Establish Routines

Working from an office provides a natural structure to the work environment that isn't there when working remotely. Effectiveness grows out of setting up a set of routines and practices that provides appropriate boundaries:

- Determine regular start and end times to your work day. Communicate your work hours and availability with your manager and team, recognizing that these may differ from your standard office hours.
- Create routines that signify the start of your work day, such as making coffee and getting dressed. Just as you establish the start of your day, create an approach that marks the end of your work day such as logging off of your computer.
- Take regular breaks and walk away from your computer to stretch, go for a walk, exercise, and eat. Plan these into your schedule.



### Prioritize Your Work and Share Progress

- Start the day with a clear plan and set of priorities to help you stay engaged, organized, and productive.
- Be proactive and deliberate about confirming priorities with your manager and teammates and ensuring alignment on expectations.
- Check-in regularly to share progress, exchange feedback, and seek/offer support.

## BE ENGAGED



### Communicate Often

- Be deliberate about scheduling regular check-ins and maintaining connections with your manager, teammates, and others who are integral to your work.
- Embrace alternative methods of communication and agree with your team on preferred methods and what situations call for which vehicle – audio, video, IM, email, social media, FaceTime or similar apps.
- Make space for all to have a voice on conference calls. Ask questions and check-in with individuals.



### Connect Purposefully

- Be intentional about connecting with your teammates. Ideas may include scheduling “virtual” coffee or lunch to stay connected.
- Leverage online chat, social media, or group email where people can socialize, share pictures and connect.



### Be Responsive and Available

- A lag in communication can create distance in remote work teams.
- Agree upon a reasonable response time and make a real effort to honor it.
- Leverage calendars and away messages to let your teammates know if you’re going to be unavailable for an extended period of time.
- In virtual meetings, free yourself from distractions and tune into the conversation.

## BE ADAPTABLE



### Show Up Well

- Assume positive intent and be open to constructive dialogue. Nearly everyone is trying to figure out the best way to work remotely.
- Demonstrate kindness and empathy toward your colleagues. We usually don’t have insight into the outside-of-work situations that others are trying to figure out and be productive in.
- Understand that we are all different and will have different needs.
- In challenging times like this, our highest and best values must come to the forefront and guide us.