

REMOTE WORK GUIDE

» TIPS FOR SUCCESS



ESTABLISH EXPECTATIONS

Know what your company is expecting of you and let your supervisor know if you have concerns or questions



CREATE A PRODUCTIVE ENVIRONMENT

Have a dedicated space so you can separate your work from home



GET IN A PROFESSIONAL MINDSET

Do what you normally do before work. Get shower, get dressed, etc.



TAKE BREAKS

Set timers to take breaks, take a lunch, go for a walk, etc. It's okay to temporarily turn off your work



STICK TO A PLAN

Have start and finish times each day



FOCUS

There are plenty of distractions when working from home. Find what helps you stay in the groove



CONNECT WITH YOUR CO-WORKERS

Working remotely can make you feel isolated. check-in with your co-workers throughout the day for some conversation