

HOW TO MAKE THE BEST OF REMOTE WORKING

Best Practices

Set up your workspace

- Choose a quiet location at home to minimize distractions.
- Make sure you're not backlit so that people can see your face for video calls.
- Set ground rules with the people who share space with you while you are working.



EQUIPMENT

- Make sure you have headphones with a microphone and if needed, a video-enabled computer or webcam.
- Test your equipment ahead of time.
- Have a back-up plan if your internet goes down (mobile tethering or borrow from the neighbors). 😊



TOOLS

- Make sure you have VPN set up if you need it for your project.

MAKE A SCHEDULE AND SET EXPECTATIONS



- Act and work as if you are at the office. Do not do things you don't do when you're in the office.
- Set clear goals of what you need to complete that day.

THE KEY TO GOOD COMMUNICATION

- Set expectations with your team; chat and have calls just as if you were in the office.
- Clearly communicate working hours with your teammates and collaborators so that they know when to reach you.
- Encourage team members not to hesitate to chat or call.
- Make it a habit to frequently provide progress reports to your teammates.
- Respond as promptly as possible when communicating with clients or colleagues.
- Remember to record your meetings when needed.



MAINTAIN HEALTHY BOUNDARIES



- Make time for a meal, and drink plenty of water.
- Schedule breaks. You're familiar with the company's policy on break times; take them.
- Remind yourself to mentally "clock out" from remote work at the end of the day.

BRING THE TEAM TOGETHER

- Do online team lunches.
- Make up for missing hallway talk. Emojis, GIFs, and stickers are a fun way to keep the chatter fun and light.

