



## Helpful Tips When Working From Home

**It can sometimes be a tough transition when starting to work from home, here are some suggestions to help your team successfully make this change!**

- Make sure you are working in a dedicated space for work.
- Try to ensure it is not in the bedroom or another shared space. If it is in a shared space, try to make certain it's an area that isn't easily accessible for everyone to get to so that you can physically separate your home life and work life.
- Have some sort of ritual when you wake up and before you log in (i.e. washing your face, getting dressed, making coffee, etc.). This will help prepare yourself for the transition to work in the same building. It can be something as simple as putting on a sweater, but I recommend making some sort of change in physical appearance before you start working.
- Try to keep a schedule for your breaks and lunches. For example, I try to step away from your computer for lunch at a specific time every day.
- When you shut down your computer... SHUT. IT. DOWN. It's over and you're no longer at your desk. Treat it like you left your office for the day. Will going back to work at 7 P.M. make any difference to anyone before 8 A.M. the next day?

**Yes, there are certain circumstances that will pop up. *These are not hard and fast rules.***

- Sometimes it gets a little too quiet while working in a space by yourself. Play some music, a podcast, an audiobook, etc. Make sure it is something that you can tune out or can easily pause when you need to focus or make a phone call.
- Spotify is free and has great playlists.
- Your local library system has some audiobooks online. Check it out!
- If you're getting stressed out, take a break. Walk away from the computer, make a cup of tea, grab a glass of water, or take a quick walk down the block. Take a few minutes to give yourself a breather. You are not chained to your desk.



- Try to make sure that the state of your home or chores aren't intruding on your work time. Making a separation between work time and other tasks can really help if you are worried about getting projects done around the house and can't focus. If you need to clean the bathroom and it's stressing you out then use your lunchtime to do it. Use your break time to do the laundry. You might be able to quickly do these things between emails, but I highly recommend trying to create this separation in the beginning. It helps separate work life from home life.
- Trying to be regimented in the beginning gives yourself the time and space to figure out how you are able to work and live in the same space, but give yourself some patience and flexibility to find out.
- After you log out for the day, try to make some time for yourself to decompress. Try to start preparing dinner or get ready for the evening. You don't have a commute anymore to take that time to process your work day. Give yourself 15 minutes to remove yourself mentally from what you did throughout the day. This may take longer than a few minutes, but do what you can that works for you.
- If you are working in a house full of people, try to work in a space that has a door that can close or use some quality headphones.

### **Tips for Managing Remote Employees**

- Create and assign projects that have deliverables
- Provide employees clear timelines for deliverables
- Reinforce that employees are still a representative of their organization all rules regarding conduct still apply
- Encourage supervisors to call to check in with employees
- Pay attention to responsiveness of employees
- How fast do they respond to emails?
- Are they available when called?
- Utilize video conferencing and webinars (Zoom, GoToMeeting, etc.)