



TIPS FOR REMOTE WORKING REMOTELY

1. Establish your space (and consider video conferencing)

- a. Identify where you will keep your work things and, if possible, set-up a desk-like environment that will signal to family members or roommates when you are working and help maintain the confidentiality of your work products.
- b. Consider what will be displayed in the background when you are on video and check the lighting at a couple of different times during the day. You want your face to be visible and nothing to distract from your presentations or participation in meetings.

2. Set-up a schedule

- a. Use your Google calendar through work. It is now even more important that you indicate when you are in meetings and when you have blocked out time for specific things so that you aren't unnecessarily interrupted and so everyone stays on the same page with larger projects.
- b. Consider adding transitions into your schedule that replicate the type of thinking, ramping up, or decompressing that you previously did as part of your commute. Now that might be a short walk, but creating this type of transition is important in the work/life balance.

3. Be clear about your goals (daily/weekly/monthly)

- a. Write them out for yourself and keep them in front of you to help prioritize each day.
- b. Share them with your supervisor so you are on the same page about how you are prioritizing your time.

4. Check-in regularly

- a. Overcommunication, at least initially, may be key to building trust with your supervisor and team. If you think that people may want to know something, share it proactively and provide as much context as possible so that people understand how things fit together.
- b. Make sure that your supervisor and team know how they can best reach you during your work hours.
- c. Be responsive to others even if the message back is just "I will get back to you on this as quickly as I can." (Sometimes you need to get that response out and then remark the message as unread so you don't lose track of it.) However, don't let your responsiveness take over your productivity; not everything is urgent, so use good judgment and do the best that you can to openly communicate about what you have on your plate.



5. Plan ahead

- a. Present a professional image
 - i. Dress for success when you will be in video conferences/meetings.
 - ii. Headphones can help with audio quality.
 - iii. Mute yourself when you aren't speaking.
- b. Be part of the team
 - i. Arrive to meetings a couple of minutes early whenever possible to catch up with others.
 - ii. When you aren't busy, let your team know so you can help others.
 - iii. Be willing to get out of your comfort zone and learn new things. This is a challenging time for everyone, so be patient with others and bring your best to the team.

6. Take care of yourself

- a. Don't worry about being perfect in the transition; it takes time to figure out new things.
- b. Protect your time
 - i. When you are working, consider hanging a sign (if you have roommates or self-sufficient family members). Setting "office" hours that are clearly communicated to your work team and the people at home with you will help keep that balance.
 - ii. Work out with your team what is chat worthy versus an email or a phone call/video conference and be respectful of that plan.
- c. Protect your workspace
 - i. Do your best to keep all of your work things together and away from pets and family members/roommates who might move something. You don't want to have additional stress trying to relocate papers that you need, etc.
 - ii. Remember the previous tips to establish a specific workspace so you can present a professional image.
- d. Try to make yourself comfortable
 - i. Recognize your new workspace probably wasn't designed ideally, so you may need to move around more to give your body a break from a table that is higher/lower than your normal desk (as an example).
 - ii. Consider signing up for the meditation or chair stretch session on the [CTLE calendar](#).