

Best Practices for Working Remotely

Set Yourself up for Success

- **Create a routine:** If possible, stick to a regular schedule. This makes it easier to stay on track and help collaborate with colleagues
- **Set up a safe and ergonomic workspace:** find a space in your home that you can [set up ergonomically](#). Ensure that there are no hazards, working smoke detectors and accessible first aid supplies close by.
- **Create a productive workspace:** identify ways that you can rearrange your workspace to improve productivity. This can include tasks such as:
 - o Rearranging your furniture
 - o Ensuring that you have adequate lighting
 - o Quick access to your equipment and supplies
 - o Choosing a space that is away from disturbances if possible (ie. Excessive noise)
- **Keep folks in the loop of your workday:** maintain a schedule and designated space, especially when working alongside those you live with. Communicate your work hours, meetings and schedule for the day. This can support healthy boundaries and clarity expectations for your availability and the need for privacy
- **Avoid an “always on” habit:** let your team mates know when you are available. Give them a heads up on when you are finishing your day or when you will be taking a break.
- **Establish an after-work ritual:** It can be easy to overwork when you are not physically leaving the office every day. Find something that helps you signal that it’s the end of the day – for example, listening to music, reading a book, exercising or meditating.

Maintain Regular Communication with your Colleagues

- It’s easy to take working relationships for granted! Check in with your colleagues on both work and life the same way you would if you were in the office together. Don’t stick to just email. Connect over the phone or via instant messaging.
- **Emotionally proofread your messages.** Always re-read your message for tone and clarity before hitting send. For example, sending “Let’s talk” when you mean “These are good suggestions, let’s discuss how to work them into the draft” may make the recipient unnecessarily anxious.

Work with Your Leaders to Identify Goals and Prioritize Assignments from Home

- **Establish check-ins with your leader.** Working remotely might mean less frequent contact with your leader. Check in with them to set expectations and timelines.
- **Set goals and proactively communicate** results to your leader.
- **Be creative** and suggest tactics to your leader about how you can carry out your work in different ways.
- **Ask for support when you need it.** Despite possibly having less supervision and direction from time to time, ask for support from your leader when you need it.

Contribute to a Positive Work Environment

- To build trust, don’t micromanage team mates
- To build transparency, provide access and updates to projects
- To build openness, be vulnerable in meetings and ask for help
- Practice inclusivity, everyone has different levels of comfort with technology and working remotely. Be patient with one another and offer help to those struggling with technology.