Working Remotely
Top Tips from Lessons Learned

Kristen Airhart  September 16, 2020
Working Remotely Tips

- **Locate your home office in a room with a door**
  - Reduces interruptions
  - Creates a sense of starting and ending your day
- **Ensure you have the tools you need to be successful**
  - Access to company drives if not cloud based
  - A camera is a must!
  - High-speed internet connection
  - Laptop users – Suggest single or dual monitors
  - Headset – hands-free to type notes
- **Have a routine and stick with it**
  - Dress code – dress appropriately
  - Hours and schedule – exempt employees consider tracking your time
  - Personal activities (volunteering, exercise, family events, etc.)
  - Allow flexibility
- **Use your “work” calendar for everything**
  - Block non-working hours
  - Use for personal activities & events
  - Automatic replies are your friend