



Working Remotely Top Tips from Lessons Learned



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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 – handsfree 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