

REMOTE WORKING TIPS AND GUIDANCE

Many employees have made the switch to working remotely due to COVID-19. It can be hard to get back into the routine when working in a new environment. Follow the guide for tips on how to successfully work remotely.

HOW TO SWITCH TO REMOTE WORK QUICKLY

Employers and employees have to quickly switch their normal working routines in their office to their home. These recommendations will help make the switch easy.

EMPLOYERS

1. Enable online platforms – VPN connections, Microsoft programs
2. Provide communication tools – Zoom, Skype, email, phone
3. Provide training and assistance – Overview of tools, work rules, staff contacts, how to get set up
4. Keep employees updated with news – Recognize projects, send up to date news, reporting
5. Prepare for adjustment period – Be patient, stay in touch, help as much as possible

EMPLOYEES

1. Set up your office – Separate work from play, avoid lounging areas
2. Create a schedule – Set working hours, prepare like a regular day at the office
3. Manage distractions – Set up family guidelines, stay motivated, change office setting if needed
4. Build relationships – Set up zoom calls, phone calls, catch up with clients/customers
5. Stay connected with leadership – Ask for help, say what is on your mind, share feedback

TIPS FOR REMOTE WORKING AND STAYING MOTIVATED

Staying on track and focused while working from home is an important task. View these additional tips and guidelines to use throughout the day.

- Over-communicate
- Create a boundary between work and leisure
- Take a break and go outside
- Keep your work space clean
- When your work day is done, step away from your work space
- Don't eat meals at your desk, take a break to eat
- Wake up at a decent time and get plenty of sleep
- Create a routine and schedule
- Have a working mindset
- Manage distractions
- Make mental/emotional health a priority
- Keep a positive attitude

ADDITIONAL INFORMATION CAN BE FOUND AT WWW.GREATPLAINSTMC.ORG/COVID-19-RESOURCE-GUIDE