

## Working from Home Tools of the Trade

1. Find a routine that works for you
  - a. Daily hygiene and conscious wardrobe (dress as if you'll be on video)
  - b. Get started early
  - c. Scheduled breaks (take a lunch!)
    - i. DO NOT sit and look at your computer for 8 hours! Get up, walk around!
    - ii. The distractions of home are commonplace, use your breaks wisely.
  - d. Discover when you are most productive, build your work around those peak periods
  - e. Create a daily schedule and block out dedicated time on your calendar for projects
    - i. Save calling students for the afternoon
2. Create a designated workspace
  - a. Improvise a standing desk
  - b. Use a comfy chair
  - c. Create a space that will offer little distraction
  - d. Communicate expectations with anyone who will be home with you.
3. Test and know your bandwidth
  - a. What type of communication do you prefer?
  - b. Is there a plan for when your wifi drops?
  - c. Does your university use a VPN when you are connected?- make sure your connection is safe and secure.
  - d. How are you advocating for your needs and also your progress?
  - e. Ask for help when you need it, you never know other's bandwidth until you ask
4. Stay connected
  - a. If you used to ask how people's weekends were - you still can!
  - b. Check-in with your coworkers
    - i. Video conference a lunch
    - ii. Send a funny note/gif
5. Meeting Etiquette
  - a. Join the meeting on time or a minute early to test your camera and microphone
  - b. Mute your mic unless you're speaking
  - c. Turn on do not disturb or mute notifications
  - d. Close unnecessary windows/programs
  - e. Stay concentrated in the meeting, and not on other tasks
  - f. Prepare an agenda to follow along, in case your internet drops
6. HYDRATE
7. Disconnect at the end of the workday
  - a. Work-life balance is harder when you're working where you live
  - b. Plan extra social interactions (especially given that most of us are stuck home!) Set up FaceTime happy hours, check-in with family, create a remote book club, etc.

Want to talk it out? You can contact any of our eboard members from [our website](#) or any of our members found in our [directory](#).