



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?- test for a safe & strong connection
 - 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 (and headphones help)
 - c. Turn on do not disturb or mute notifications
 - d. Close unnecessary windows/programs
 - e. Screenshare wisely (know what is in your viewable tabs)
 - f. Stay concentrated in the meeting, and not on other tasks
 - g. 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](#).