

Best Practices for Working Remotely

PROTECT LOCAL ❤️

WORKSPACE:

Find a dedicated space with a door. Set up a table or desk so your monitor is at eye-level and your arms are on the keys at a 90 degree angle.

TIP: Use pillows and books to get your body and computer at the right height.

TECHNOLOGY:

Headphones are a must, as are a keyboard and mouse if you're tied to a laptop. Avoid insecure connections, such as working from a personal computer, and don't download anything you don't have to. Lock your computer when you're away.

TIP: Be wary of emails from your boss that may be phishing schemes.

COMMUNICATION

It's important to stay in touch with your colleagues and establish rules and best practices that everyone understands. Communicate with your team regularly – once a day, at least.

TIP: Establish a virtual conference room for your team members that's used through the day to communicate. Just be mindful of putting yourself on mute!

KEEP A ROUTINE:

Get dressed and establish a schedule for work and for home life.

TIP: If you feel the pull to complete home-based chores or conversations, try to formally schedule them during a 15-minute break or lunch and let your teams know when you're away.

YOUR FAMILY:

Establish ground rules early to avoid unnecessary distractions, and be patient when the inevitable interruption happens.

MAKE ROOM TO CONNECT:

Establish a virtual coffee break or 'happy hour' with your team to cut back on the loneliness that remote workers experience from time-to-time. Most importantly, stay in touch with your manager if you're experiencing anything that's affecting your ability to work. There may be a solution!

TIP: Virtual book or movie clubs with your coworkers are a fun option if you have shared interests.



#ProtectLocal