

## Tips For Employees Working Remotely

### Establish a Workspace

You should establish a workspace, even it is your kitchen table. This gives your brain a cue that it is time to work.

### Make sure you have the equipment and software you need

Make sure you have the access you need to work from home such as VPN. In addition, make sure you have the remote applications for meetings such as Webex or Microsoft Teams. You can set up call forwarding and learn how to access your voicemail from home. Please visit FAU's OIT website for more information. <http://www.fau.edu/oit/remote/>

Please note while on video calls make sure you know how to turn on your computer or phone's camera and microphone. Please be aware that your colleagues may be able see the background behind you.

### Manage expectations

It is wise to have a discussion with your manager about what can actually be accomplished at home. Ask your manager, what the priorities are, and discuss how tasks will get done. Determine how teams will track projects they are working on. Will there be standing meetings at certain times? This should be an ongoing conversation. Be honest about what isn't working or cannot get done in these circumstances.

### Set Goals

Maintain your normally worked schedule unless alternate schedules are approved by your supervisor. Sticking to a regular schedule mentally prepares you to go to work. Start each day by writing down what you need to achieve and track your progress. Pay attention to how long tasks take you and start adjusting your daily goals. Report progress on work tasks to your supervisor and colleagues as requested or necessary.

### Stay Connected

Many people may not want to call or instant-message colleagues who are working remotely because they don't want to bother them. Remember, they are working too. You should feel confident about calling or messaging another employee who is working remotely.

### Set Ground Rules With the People That May Be Also Home

Set ground rules with other people in your home. If you have children at home, set clear rules what they can or cannot do during that time. You may want to advise them that you are going to be on a conference call and cannot be disturbed.

### Dress for Work

Dressing casually is definitely a perk of working from home but getting "ready for work" is a daily ritual that helps keep you on task. Also, people can see you when you are on video calls.