TELEWORKING FOR EMPLOYEES

TELEWORKING TIPS FOR EMPLOYEES

1. **Define your workspace.**
2. **Master the basics;**

   • Add your telecommute schedule to your email signature line.
   • Set up call forwarding and how to access your voicemail from home.
   • Know how to remote into the UW network and other online tools you regularly use.
   • Use Skype , Teams or any other video calling and/or instant messaging clients to stay connected with your colleagues.
   • Prior to video call "meetings" prepare your set up by making sure you know how to turn on your computer's camera and microphone and being aware that your colleagues might be able to see the background around you.

3. **Set daily goals, track them and share your progress;**

   • Pay attention to how long tasks might take you to finish them affectively and start adjusting your daily goals to match your current rhythm.
   • Communicate with your supervisor and/or colleagues if you think your telework plan needs to be adjusted.

4. **Eliminate distractions;**

   • Hang a "do not disturb" sign on the door
   • Use headphones to block the noise

5. **Prioritize privacy.**
6. **Stay connected.**
7. **Be clear about your working hours.**
8. **Check in with your supervisor and co-workers several times a day.**
9. **Make use of free or inexpensive communications technology.**
10. **Dress elegantly for work.**
11. **Avoid multitasking and stay focused.**
12. **Do not miss out on your breaks.**

Reference:

- **https://hr.uw.edu/coronavirus/teleworking-tips-for-employees/**
- **https://www.inc.com/christina-desmarais/get-more-done-18-tips-for-telecommuters.html**
- **https://www.forbes.com/sites/jacquelynsmith/2012/08/16/how-to-succeed-at-working-from-home/#119425ab281d**

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