

# Work-From-Home Tips

## For Employees



### Communication & Collaboration

01

#### Video chat > voice conferencing or instant messaging

Video chat creates better rapport, shows body language, and lessens feelings of isolation. If it's a quick question, send a message. But for complicated or sensitive topics, always opt for a call or video chat.

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#### Communicate deliberately

Be mindful of tone when using text and avoid ALL CAPS. It is especially important to be honest and open since you can't rely on people picking up how you're feeling from context cues or body language.

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#### Use and respect working sessions

When working remote you can't just close the door or put headphones in when it's time to focus. Use "do not disturb" settings and calendar blocks to set aside time to focus and increase productivity.

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#### Keep work visible

Use shared documents to enable collaboration and feedback without having to visit someone's desk.



### Structure

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#### Set touch points with your team and manager

Regular team scrums via videoconferencing keeps everyone in the loop, while weekly 1:1s with your manager builds communication and trust and helps you stay on track. Talk about both work *and* life!

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#### Keep regular hours

It's easy to work longer hours or lose track of time when working from home. Set a schedule and stick to it just like you would at work, otherwise you risk losing work/life balance and burning out.

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#### Follow your regular work routine

That means get dressed! Working in pajamas for one day is fun, but to be productive long-term you need to put yourself in the right mindset for work by getting dressed and following your regular routine.

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#### Take short breaks when needed

Get some fresh air, do some stretches, or take some time to drink your coffee. Use the time to re-energize and come back to your work refreshed and ready to focus.



### Work Environment

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#### Set up a space just for work

Separating office and home is essential. If you don't have a home office, designate a corner of a room or table as your workspace and use it exclusively for that. Set it up as ergonomically as possible.

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#### Avoid distractions

Whenever you're tempted to do household chores or something else unrelated to work or a designated break, write it down on a to-do list for later. Then put it aside and return your focus to work.