

## Tips For Teleworkers

Teleworking can provide countless benefits for employees: increased productivity, reduced stress with the elimination of a long commute, and better time management. However, those new to teleworking can face an adjustment period in the beginning. It can be a challenge to separate the work environment from the home environment when they're in the same setting. We scoured the Internet, and here are our favorite best practices for getting the most out of your teleworking journey.

### 1. Have a Plan

As in a traditional office setting, having a daily work plan for yourself is a great way to stay on task and minimize potential distractions. This plan can be as simple as a written task list or a list of appointments on your Outlook calendar, or you can take advantage of the many project management tools online. You can also check out our sample work plan document as a resource.

### 2. Have a Space

Carve out a dedicated space in your home that's solely for teleworking. Having a specific space where you "go to work" can help increase focus when it's time to work and make it easier to disconnect. This space should be comfortable, have good lighting, and be isolated from the typical distractions you encounter in the home (e.g. the TV, entertainment center, game consoles, etc.).

### 3. Get Dressed

Get up, get out of your pajamas, and dress as you would for a traditional office setting. This will help to establish a clear start and end to your work day, and it will help you maintain a professional demeanor and focus in your home office.

### 4. Be Reachable

Practicing good communication is critical to making telework successful. Be reachable by phone, email, chat, or any other available communications tools. Show up on time to virtual meetings as you would in person. Answer emails promptly and return calls quickly. If you do have to step away from your desk, let your immediate team members and your supervisor know you'll be out and for how long. Sharing your calendar with your team is a great way to keep them in the loop on when you'll be out of the office. If you do decide to share your calendar, make sure it's well-maintained and up to date with all your upcoming appointments, meetings, and lunch outings.

### 5. Share Progress

Keep your supervisor well-informed on what you're working on, where you're at with projects, and, especially, your wins. This helps to maintain trust with your leader and will be an asset when it's time to go over your accomplishments at your performance review. Several resources are available to help you track and share progress with your team and your leaders, such as project management software and contact relationship management tools. You can use our online planning document as a template.