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Remote Work Tips for Staff

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Remote Work Tips for Staff

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Staff who work remotely often learn that it is different than they expected and that it requires specific skills and habits. The following tips will help you get to work while at home.

1. Define Your Workspace

It can be easy to sit on the sofa with your laptop and expect to get work done. Experienced remote workers will tell you they tried that and it simply doesn't work!

We are creatures of habit and most of us are used to lounging with our laptops to read the news, watch TV, play games and chat with friends and family. Establishing a workspace, even if it is your kitchen table, gives your brain a cue that it is time for work.

2. Master the Basics

- Add your remote work schedule to your email signature line.
- Set up call forwarding (https://www.carleton.edu/telecom/tutorials/forward-calls/) and how to access your voicemail from home (https://www.carleton.edu/telecom/voice-mail/).
- Know how to connect through Carleton's VPN (https://apps.carleton.edu/campus/its/services/accounts/offcampus/) and other online tools you regularly use.
- Use Google Hangouts chat function to send instant messages to coworkers.
- Plan for video calls/meetings by making sure you know how to turn on your computer's camera and microphone and being aware that your colleagues may be able to see the background behind you.

3. Set Daily Goals, Track Them, and Share Your Progress

You may be surprised by how differently the work day passes without the comings and goings of an office to break things up or influence what you do next.

- Start each day of remote work by writing down what you need to achieve and then track your progress.
- Pay attention to how long tasks take you and start adjusting your daily goals to match your current rhythm.
- Communicate with your supervisor and/or colleagues if you think your remote work plan needs to be adjusted.

4. Eliminate Distractions

If home is where your heart is then working remotely can mean pets, children, or a favorite hobby are only a few feet away. Depending on your living arrangement, you may need to hang a "do not disturb" sign so your family members don't interrupt you. Pets often need a closed door to keep them away, and you might need headphones to block the neighborhood noise.

5. Prioritize Privacy

Whether you are in your home or a common area, take five minutes to assess the privacy of your workspace.

- Can someone standing behind you read your computer screen?

For additional resources about working remotely, please view our LinkedIn Learning path (https://www.linkedin.com/learning-login/share?forceAccount=true&redirect=https%3A%2

Also consider reading these informative articles.

- 5 Tips for Staying Productive and Mentally Healthy While Working From Home (https://time.com/5801725/work-from-home-remote-tips/)
- 8 Tips to Make Working From Home Work for You (https://www.npr.org/2020/03/15/8 tips-to-make-working-from-home-work-for-you)
- How to Juggle Work & Homeschooling Kids (https://img03.en25.com/Web/Healt 6d47-418b-9405-e241a75c509f%7D_EAP_Training_se _juggling_work_and_home_school.p
- Tips to Work Remotely with Kids at Home (https://d31kydh6n6r5j5.cloudfront.r
- Working Remotely With Kids - A Personal Reflection Story (https://d31kydh6n6r5j5.cloudfront.r

- Are your windows open so your neighbor can hear your phone call?
- What information do you need to secure before grabbing a cup of coffee or heading to the restroom?

Your personal privacy matters too, so see if there is anything around you that would not want visible during a video conference with your boss.

6. Stay Connected

Many people say they do not call or instant message colleagues who are working remotely because they don't want to bother them. Remember, they are working, not vacationing at home!

You should feel confident about calling or messaging a staff member who is working remotely anytime you would walk to their office or call them if you were working on-site. You can even keep your daily coffee run — simply plan to call or video chat with a cup in hand at the time your crew would normally walk to your favorite espresso cart.

7. Dress for Work

Just like sitting on the couch can make us feel a little too relaxed, wearing pajamas all day makes it hard to get into work mode. Dressing casually is definitely a perk of working at home, but getting "ready for work" is a daily ritual that many remote workers swear by.

8. Ask About Special Projects

With limited distractions, you may find yourself working through regular tasks more quickly than normal. Now may be the perfect time to work on that project you never seem to have time to accomplish. Speak with your supervisor make a list of projects that you can work on when you have time or to break up your day.

9. Spend Some Time on Professional Development

Working remotely can sometime be monotonous. Is there a skill that you have been trying to master? Take some time each week to work on your professional development goals. LinkedIn Learning pathways (https://www.carleton.edu/human-resources/development/pathways/) can both help you build new skills and break up your work week.

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Technical Tips for Remote Workers (https://apps.carleton.edu/campus/its/support/covid19/) ↗

Supervisor Tips for Managing a Remote Team (https://www.carleton.edu/human-resources/remote-work/supervisor-checklist/)

Wellness Tips for Remote Workers (https://www.carleton.edu/human-resources/remote-work/wellness/)

Temporary COVID-19 Accommodation Request Form (https://www.carleton.edu/human-resources/remote-work/accommodation-request-for-covid-19/)

COVID-19 Return to Campus Request Form (https://www.carleton.edu/human-resources/remote-work/position-group-review-request-form/)

Voluntary Furlough/FTE Reduction Request Form (https://www.carleton.edu/human-resources/remote-work/voluntary-furlough-fte-reduction-request-form/)

Employee Notification of COVID-19 Related Absences (https://www.carleton.edu/human-resources/employeenotificationofcovid-19absence/)

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