



A Few Tips for Remote Working

1. Keep your morning routine. Get dressed, make your bed.
2. Tell your co-workers good morning! Stay in touch with them throughout the day.
3. If you'll be away from your desk for an extended period, let your co-workers know. A simple "Taking a lunch break, back in an hour" type of message is helpful.
4. When you stop work for the day, tell your co-workers good-bye.
5. If you're sick, take a sick day. Just because the office is nearby it doesn't mean you're required to sacrifice your health. The same is true for vacations. Vacation when needed!
6. Follow strict cybersecurity policies. Use WPA2 or WPA3. Don't open attachments in emails or click links unless you've verified with the sender that they're legit.
7. Do not store work files on a personal device. Keep work on the work devices only.
8. Use chat software to communicate quickly with other staff. Choose one that works on your desktop instead of only on your phone. Some options are
 - a. [Slack](#)
 - b. [Signal](#)
 - c. [Telegram](#)
 - d. Messages (Apple only)
 - e. [Line](#)
 - f. FaceTime for video chatting.
 - g. Microsoft Teams
9. Use video often, face time is important for staying connected.
10. Have boundaries. Start work at the designated time and end at the designated time.

Working from home is generally a lot more productive than in an office so it's easy to work much longer without fully appreciating the cost.
11. Invest in good office furniture, especially your chair. Ergonomics matter.
12. Take a lunch break and stretch breaks throughout the day.
13. Get outside frequently, even if it's just a short walk.
14. Invest in headphones for webinars and conference calls.
15. Stay up to date with continuing education, contact with mentors, and professional associations.