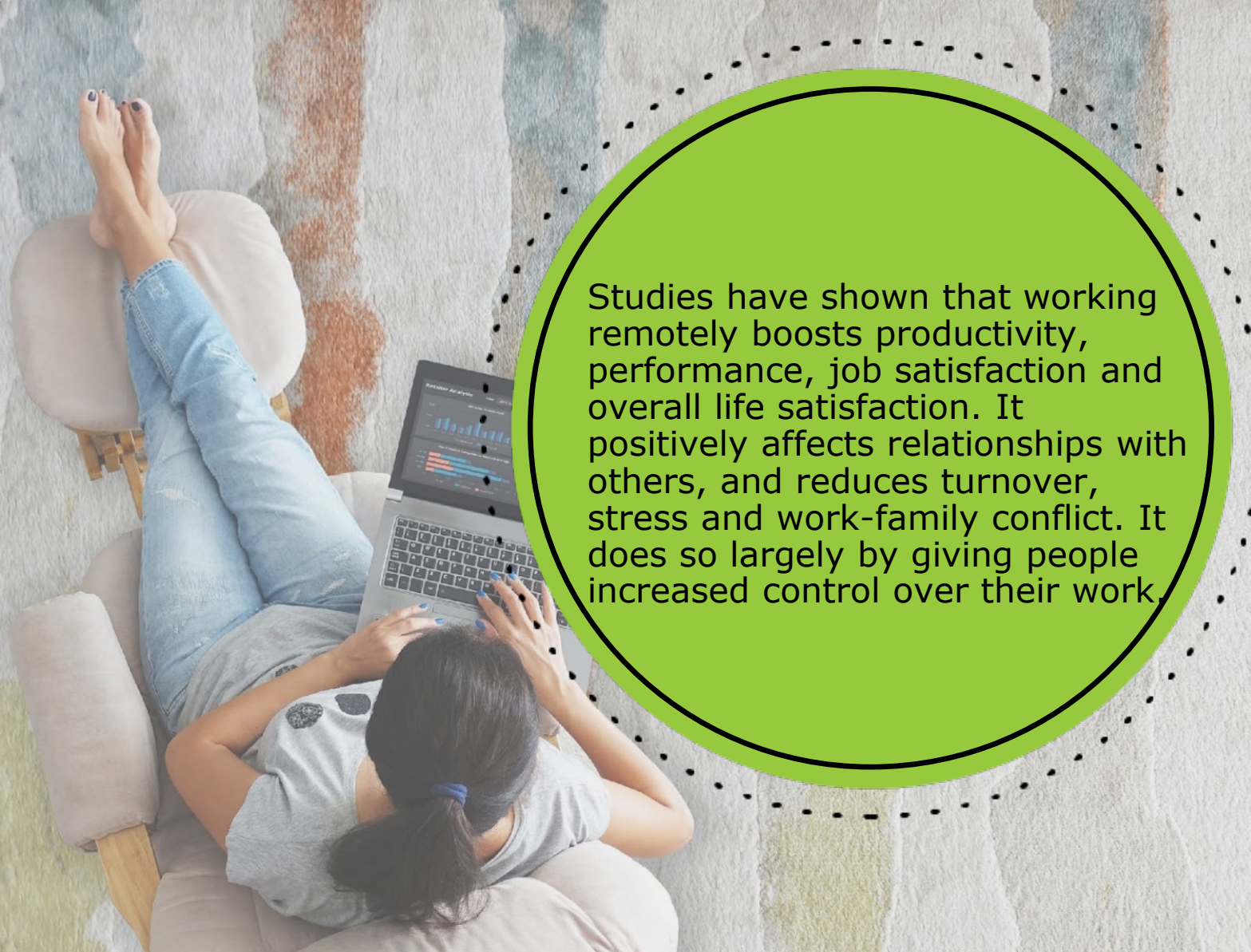


Working Remotely for Team Members

Benefits of Working Remotely



There are many benefits to working remotely.



Studies have shown that working remotely boosts productivity, performance, job satisfaction and overall life satisfaction. It positively affects relationships with others, and reduces turnover, stress and work-family conflict. It does so largely by giving people increased control over their work.



If you're struggling or want someone to talk with regarding the transition to remote working conditions, please contact your manager or your designated [HR Business Partner](#).



For additional tips and resources on working remotely, visit [the LMS](#).



10 Tips

Being a Great Remote Worker



1. Create a Routine - and Stick to It

- Develop a consistent set structure to work efficiently.
- Set your preferred schedule and working hours. Communicate routine with your team/project mates or on your calendar or Slack status. The key here is setting and communicating consistent expectations so others know how and when to best work with you.



2. Prepare Your Home Office

- Ensure that you have a well-lit, quiet and comfortable working space away from noise and other potential distractions.
- Dedicate a spot in your home office and personalize space to boost your productivity.



3. Create Daily Lists

- Lists are useful in learning how much work you can realistically get done during a workday. Gain gratification when you get to cross items off of this list.
- Create daily lists of work-related tasks you'd like to complete can go a long way in strengthening your productivity. Make sure to align tasks with your manager so you're spending time on the right things.



4. Turn Your Camera On During Virtual Meetings

- Seeing each other helps us feel more connected quicker. Be proactive and turn those cameras on!
- Consider doing so at least for the beginning of a call to say hello in order to establish a more personal connection before jumping into the agenda.



5. Try Different Time and Task Management Approaches

- Time-track and create strategies to deal with personal 'time-wasters'.
- To combat 'time-wasters' prioritize the most important or urgent tasks first and create specific checkpoints and deadlines for yourself.



10 Tips

Being a Great Remote Worker



6. Use Slack as Our Global Collaboration Hub

- Use Slack to improve collaboration and your workflows by using it for brainstorming / ideation sessions, asking quick questions, searching information or sharing something fun!
- Get social by joining social groups on Slack or create your own.



7. Communicate Regular Updates to Your Manager and Team

- Keep your manager and team in the loop by sharing daily or weekly updates and accomplishments.
- Remain accountable to yourself. Establish both short-term and long-term goals in regards to your career can help keep you feeling motivated and on-track during the regular work week.



8. Host a Virtual Coffee Chat or Brown Bag Lunch

- Grab a cup of coffee or your lunch bag and link up via Zoom with others from around the globe to build your social network, brainstorm ideas, or discuss topics of personal interest.
- Take the initiative to schedule a virtual session with your teammates once a month.



9. Take Good Care of Your Physical and Mental Health

- It's important to stay active, especially if you find yourself sitting for long periods. This can mean joining a local exercise class with other participants, hanging out with friends, taking weekend trips with family, and more.
- Implement five-minute mini sessions of breathing exercises, stretching, or meditation can increase your productivity and focus, and relieve stress.



10. Celebrate Individual and Team Accomplishments

- Foster a positive and collaborative team culture with your peers by taking time to recognize and celebrate a job well done.
- One of the quickest ways to up your work productivity is to reward yourself every time you accomplish something big. Find what you enjoy doing and allow yourself to indulge in small rewards when you complete tasks.