

Tips for Successful Remote Workers

Pretend as if you are going into the office

- Dress appropriately in business casual. This will help you out of ‘relaxing at home’ mode and focus on working
- Mental association between work and your office can make you more productive

Structure your day as if you are in the office

- Set a schedule – segment what you’ll do and when the day is over
- Use your online calendar to create personal events and reminders
- Plan what you will be working on ahead of time
- Maintain a work/life balance
- Take regular breaks

Create a dedicated workspace

- Have a space to go specifically for work

Become familiar with remoting tools you will be using

- Learn how to use Outlook, Skype and Zoom
- For information on how these tools can help you work remotely please access the [ITS Guide to Working Remotely](#)
- In addition to learning how to use, identify when you should use each;
 - o Zoom: for in-person meetings and longer calls
 - o Skype IM: for quick questions
 - o Email: for longer, more formal information
- Learn to use AnyConnect to VPN into Pace when needed when working remotely

Group your meetings together on your calendar

- This will allow you free space for working on other, larger projects

Be social

- Reach out to colleagues and touch base to maintain personal relationships remotely
- Consider setting up a daily/weekly online “coffee” conversation