

Tips for Working Remotely:

Staying Motivated & Focused



Set up a work Station

Create space in your home dedicated to work.

Try and use space you can leave at the end of the day



Create Rituals

Wake up and get ready as though you are going to work.

Getting dressed for the day provides a boundary.



Meet w/ your Coworkers

Sometimes you just have to connect with your coworkers.

Try and check in at least once a week, or more.



Stick to your working hours

Make a sign that has your working hours and ask others to follow them.

Post your working hours whenever people will see them.



Make use of Video Chats -- often!

You can use webinar software, Skype, FaceTime, G-Chat, Zoom, etc.

Try and meet "face-to-face" as much as you can



More Tips for Working Remotely:

Balance & Boundaries



Block off your Calendar

Calendar work blocks to create transparency and carve out time for work outside of meetings.



Take your Days off -- Seriously

Working when you are off decreases productivity and may be inconsiderate of your coworkers if you create that expectation.

RELAX

Take Breaks

Without a group of coworkers in the break room, it can be easy to forget to take breaks.

Plan breaks for yourself - and stick to them!



Practice saying no

Be clear with those around you about your work schedule and explain when you are available so others know what to expect from you.



Keep Moving!

Standing desks, walking breaks, stretching, getting your heart rate up, lifting weights all keep you healthy.



Employer Tips for a Remote Workforce

Data & Technology Considerations



Make hardware portable

Flexible, portable technology is critical for a successful transition into remote culture. Integrate laptops, tablets, wireless keyboards, etc.



Access to high-speed Internet

Either through hotspot/mi-fi, wi-fi or both, your employees need access to reliable internet. Aim for a minimum internet speed of 1Mbps to both download and upload materials.



Use phone apps

Phone apps for essential office tasks offer mobility. Apps for scanning, editing, and signing documents add efficiencies across the board.



Use Cloud- based data platforms

Tools like Google Drive, Sharepoint, & Dropbox can save, store & share documents via the internet. These tools have features, like remote wipe and HIPAA compliance to support user and data safety.



Set a budget for your data needs

Free trials are available. Test the apps and tools that work for your teams. Develop an annualized or quarterly budget based on your data and technology needs.



Employer Tips for a Remote Workforce

Operational Rules of Engagement



Update Record Keeping Policies

Organizational policies need to be updated to fit new remote systems. Systems & policies need to document approval processes, & workflows. Forgoing updates will cause more problems in the long run.



Establish Back Up Data Processes

Regular backups ensure that you have secure & clean data to keep your business running in the event of data loss, hacking or even a global pandemic!



Set Clear Expectations for working hours

Have your staff create a remote work plan to document workflows. Keep these updated. This helps to create checks-and-balances, avoid unnecessary redundancies, & prevent confusion.



Technical Support

Issues with IT/tech are common for a remote workforce, especially when new to it. Sign up for a remote tech support service or assign a staff person to funnel tech needs as a way to manage the influx of requests.



Ensure Policies are Clear & Accessible

Great polices don't help anyone if you can't find them. Share a digital copy of your employee handbook with all staff and flag any updated policies. Create a feedback loop for staff to ask clarifying questions.

