

HOME OFFICE REQUIREMENTS

- **Choose a dedicated workspace** that is quiet & private (where possible) & set it up just like an office
- Talk to your employer about what **technology** will be provided & what you may need to invest in to do your job effectively
- **Mind the background:** A messy background can be a distraction & reflect poorly on your organizational skills
- Show up for your colleagues & **turn on your video** as much as possible. Test your video & sound ahead of time to ensure your equipment is working properly
- **Prepare for awkwardness:** There is going to be a few technical glitches during these digital interactions

COMMUNICATION

- **Build trust:** Check in with co-workers frequently & provide your supervisor with daily updates
- **Take initiative** to frequently check-in with your supervisor about your performance
- **Show up prepared:** Just as you would do your homework before a face-to-face meeting, it's important to come prepared to a digital meeting
- **Display your status** by using your intranet messenger (MS Teams, Slack, Yammer) to let other co-workers know when you are available or busy
- Don't expect instant responses to all your questions. **Be patient.**

REMEMBER THE HUMAN

- When writing correspondences online, ask yourself this to gauge if it is appropriate: **“Would you say this to the person’s face?”** If the answer is no, re-write and re-read
- **Remember your audience:** How you talk to your colleagues will be different than how you talk with your friends. Observe carefully on how colleagues interact with each other & try to mimic the same culture
- **Have empathy:** Accept that working from home is not necessarily an ideal situation. Know that the employer is doing their best to give you the best experience while dealing with factors outside their control

TIME MANAGEMENT

- **Work regular office hours**
- **Post your schedule** in a place where you can easily access it for quick reference
- **Organize your day first thing in the morning:** Make to-do lists & check tasks off as you complete them, use your work calendar to block off time for each task & set an alarm on your phone to remind you to take breaks
- **Dress professionally & be ready** for any video conference requests that may come up
- **Communicate your goals to your supervisor &** send regular updates on what you have accomplished
- **Offer your full attention:** it's important to put your phone away & close any distracting tabs – especially social media and messaging applications – before initiating a digital meeting

TIPS FOR WORKING AT HOME



SELF CARE

- **Schedule breaks** throughout the day to allow yourself some time to step away & do a little self-care. This will help you stay focused on tasks when it is time to get back to work
- **Get enough sleep** (7 to 9 hours ideally), nourish your body through movement and healthy foods
- Make sure to **reach out** if you need someone to talk to

FOR ADDITIONAL SUPPORT, CONTACT:

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