

M HEALTH FAIRVIEW

TIPS FOR WORKING REMOTELY

Whether you're working from home or another location, consider these tips for how to be most effective and efficient in your remote work environment.

Preparing for your day



Find a workspace. Identify a workspace that allows you to stay focused during the day and remove potential distractions. This will help you establish structure, predictability, and purpose for your day.

Determine the start and end of your workday. It's important to keep work and personal time separate. Identify when you will begin and end your day to support a healthy work/life balance.

Make a schedule. Structure your day like you would in the office.

Dress like you are at work. Studies show that we're more focused and productive when we dress for our workday routine.

Share contact information. Exchange personal email and phone numbers with colleagues so that you can support each other if normal communication channels become a barrier.

Staying organized and connected

Keep support documents on hand. Being prepared with the right materials to support you in accomplishing your daily tasks is essential. Support documents might include a list of team members phone numbers and emails, a process map, templates, or other documents you use daily.

Have the right technology. Ensure you have the right technology and support tools needed while working remotely. Here is some information for remote work [Setup & Troubleshooting Packet](#).

Maintain Privacy and Confidentiality. Follow these guidelines [Privacy and Security Guidelines](#)

[Communicate with colleagues.](#) Use channels like Skype for Business, Microsoft Teams, email, and phone calls to stay connected to your team. Engage like you would as if you were in the office, perhaps asking questions like "How was your weekend?" or "How does your workday look?" Staying connected to team members virtually contributes to a positive team culture.

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Take care of yourself

Take frequent breaks. Schedule time to get up and move! Taking breaks helps you maintain focus and energy throughout the day. Take a few minutes to get up and stretch or exercise every hour or so.

Choose healthy snacks and lunch. Eating balanced meals and snacks throughout the day gives you the energy needed to sustain engagement. Over-eating and unhealthy snacking contribute to feelings of sluggishness.



Pay attention to ergonomics. Make sure to find a comfortable chair with back support. A healthy ergonomic working position increases productivity and reduces stress on the body.