

# Working From Home Tips

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## Workspace

**Know yourself.** Develop core working hours at times when you feel most productive, so long as you coordinate with your team.

**Create routines and structure.**

Consider starting at a similar time each day and building in regular time for exercise.

**Shut the door.** Designate specific space for work like an office or the kitchen table and set time and space boundaries with the people you live with.



## Technology

**Confirm your access to security tools** such as VPN and password protection, and make sure you know when to use them.

**Test remote access to internal systems.** Can you access your firm's internal Deloitte web-pages and supporting tools?

**Establish a secure space** for the transmission of confidential

Information, including phone calls.

**Plan for bandwidth issues.** Do your due diligence on internet access and capacity. Check Deloitte's bandwidth recommendations.

**Check your software.** Do you have Zoom and other Deloitte-approved collaboration tools downloaded on your computer and your phone for easy use?

**Check your hardware.** Make sure your laptop and phone are good to go. Some people also like having a mouse, monitor, headset, privacy screen, and/or laptop lock.

You can request these in accordance with your firm's reimbursement guidelines



## Teaming

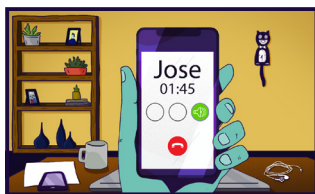
**Stuck in a small space?** Do your best — try a virtual background on Zoom to provide more personal privacy.

**Stay connected.** Instead of email or IM, use Zoom, MS Teams or quick phone calls for real-time collaboration.

**Recognize others.** Working from home can put a barrier between you and your colleagues. Make an effort to connect by praising great work or scheduling a 15-minute virtual coffee break with a colleague.

## Balancing

**Get comfortable with turning on all your senses during virtual meetings.** Turn on your camera for a more engaging meeting, but consider when it's better to keep it off (e.g. when you're taking the meeting while walking outside, or when your bandwidth is too low to support a video connection).



**Know when to power down.** Make sure your workspace allows for a separation of work and personal pursuits.

**Do your best to establish care giving arrangements.** Allow yourself to be fully focused on work (though sometimes emergencies happen).

**Take breaks.** Don't sit on Zoom video all day. If appropriate, take a call while walking or turn off your camera for chair yoga.

*This guide may refer to tools that may not be approved by your firm. Check with your firm's specific policies for more information on approved tools and technology.*