

TIPS FOR REMOTE WORK:



CREATE A WORKSPACE

Whether it's a desk in your bedroom, the dining room table, or other quiet space, a dedicated workspace to call your own is important.



FORWARD YOUR PHONE/VOICEMAIL TO EMAIL

Continuity of communication is key. If you're able, forward your desk phone to your mobile number and/or contact helpdesk@sruc.edu to have your office voicemail sent to your SRU email.



USE TECHNOLOGY & TOOLS

Use Microsoft Teams or Zoom to stay connected, attend meetings, collaborate on projects or instant message/chat with colleagues inside and outside of SRU. Be sure to test any technologies out in advance thereby easing your comfort with a webcam, microphone and allowing you to be proficient in the new technology.



BE ACCOUNTABLE

Demonstrate accountability and strong communication with your supervisor and colleagues. Check in regularly to provide updates so they know what you are working on.



STAY CONNECTED

Stay connected with your colleagues virtually, by phone and by email. This keeps everyone involved, maintains engagement and helps avoid feelings of isolation. Try scheduling a virtual lunch or coffee with your colleagues using Microsoft Teams, Zoom or Skype.



MAINTAIN REGULAR WORK HABITS

Establish a routine and get ready for work like you were going into the office. While casual dress is a bonus for telecommuters, staying in your pajamas all day can make it hard to get into "work mode." If you get yourself dressed and ready for work as a daily ritual, you will find it beneficial to your productivity.