

# Working Remotely

## Advice for Participants in Zoom Meetings

The following are a few guidelines that will help you to become productive, motivated and energized while working remotely.

- Find an area where you will have minimal distractions.
- If you have a home office, this is probably ideal, but make sure family members know you're "at work" and not available for random tasks.
  - If you don't have a home office, find a quiet area, such as a bedroom or porch with power and internet access.
- Set a schedule. Get up at a regular time; take lunch at a regular time; wrap up when the work day is complete and your tasks are finished.
- Don't sit in one position for more than 30 minutes. At the very least, stand up and stretch or walk around the room.
- Let your team members and colleagues know when you are "leaving" for lunch and when you're back.

Speak with your manager on the best way to communicate.

- You have several means of communicating (chat, email, text messages, etc.)
- Stay plugged in to your group. It is easy to get immersed in a project and forget to check in or respond. Working from home may require you to be more disciplined in breaking away from immersive tasks to communicate with or respond to others.
  - Don't underestimate the value of talking on the phone to someone. A 10 minute phone call can easily replace 30 minutes of text chat