

Best Practices for Working from Home



- ① **Create a morning routine that sets you up to hit the ground running each day!**
- ② **Set up your home office and make it GREAT!**
 - You should have a dedicated space
 - Phone charger, tissues, water bottle, basic office supplies, etc.
 - If you are using your laptop, be sure it's set up in a way that will not cause your neck to be sore
- ③ **Managing your time and reducing distractions**
 - Establish ground rules with others that will be home during the workday.
 - Use your calendar religiously (*you don't have your coworkers nearby to remind you of meeting times!*)
 - Schedule breaks and stick to them. People who work remotely tend to forget to take breaks
- ④ **Teleconferencing and Video Calls**
 - Wear appropriate wardrobe
 - Keep background noise down (pets, kids, etc.)
 - Inform others in the household when you will be on a video call to avoid potential embarrassing situations
- ⑤ **Communicate properly and effectively**
 - Err on the side of overcommunication as you and your boss get into a new routine
 - Keep your Microsoft Teams window open in order to respond to messages promptly
 - When using email or instant messaging, be sure that the message you want to convey is clear *Have you answered ALL of the questions posed to you in the prior email? Is there a possibility of mis-interpretation of your message?* Check your tone and don't just include the facts - show kindness and respect in your message.
- ⑥ **Make time to stretch / exercise**
 - Good for the body and the mind
 - Schedule it in your calendar
- ⑦ **Know your own weaknesses & plan accordingly**
 - It can be hard to draw a distinction between home and office when the office is at home Be honest with yourself on what it is about you that could make working from home a challenge and establish routines that will mitigate it.
- ⑧ **Ensure security and confidentiality of customer information**
 - If printing customer information you must have access to a lockable file cabinet and document shredder
 - Keep all confidential information out of sight and inaccessible to others
 - Electronic devices that contain customer information may not be shared by anyone other than VDM employee