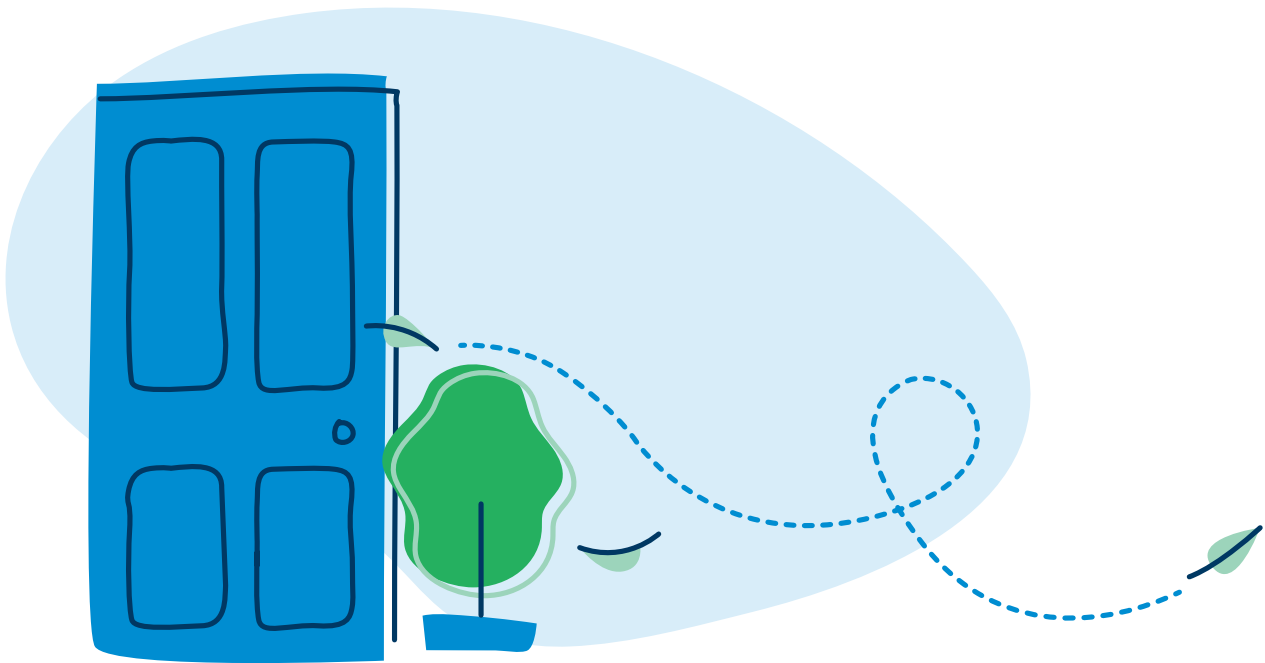


Working From Home.

Tips and tricks for
staying productive.



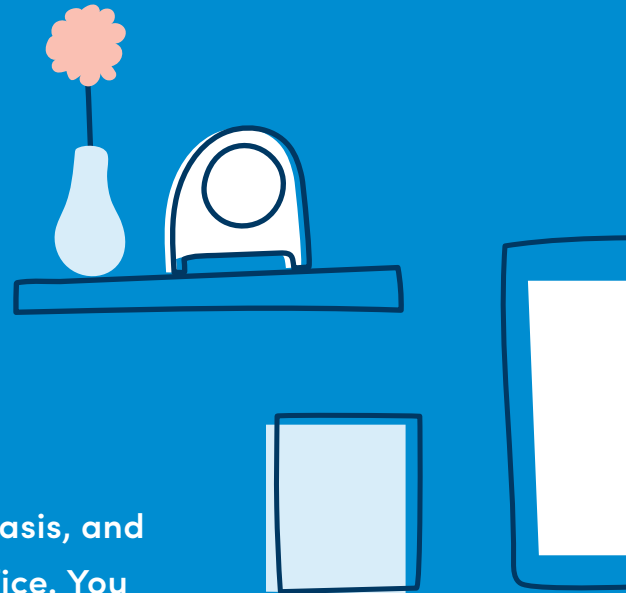
Well, this is new.

Most of us don't work from home on a regular basis, and frankly it may feel weird to not head into the office. You may be on a new laptop, using a smaller screen, or just getting used to a temporary workspace. There's going to be some challenges in these first few days, but it will get easier. And, there are certain steps you can take to keep things as close to business as usual.

Just remember: Continuing to communicate with your team goes a long way, and having an open, positive attitude never hurts.

If you're feeling overwhelmed at any point — chat with your manager.

We're all in this together.



The Basics

Maintain your morning routine.

Get up, get dressed, and have breakfast just like you typically do. It'll help you stay in the right mindset.

Set up a designated workspace.

The couch may look like a good idea, but a table with room to spread out and a comfortable chair is a better alternative.

Have a plan for your kids.

And the dog. And that pesky neighbor that always drops by. Being prepared for disruptions will make it easier to manage them.

Be mindful of your web use.

Try to limit the number of tabs you have open in a browser, large file sharing, and video streaming. There's a lot of us trying to connect. Work smaller, yet efficiently.

Talk.

And talk. And yup, keep talking to each other. Share your cell phone number with your team so it's easier to connect while people are remotely working.

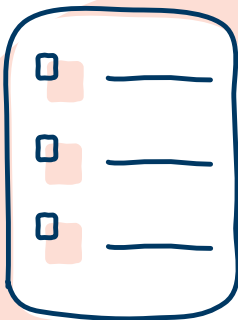
- If you have access to the network during regular business hours, consider if you need to be readily available. If so, stay logged in to Skype and add your cell number to your status. If not, log out and communicate through email.
- If you can't access the network during regular hours, pick up the phone when you need to and call or text your team. Using your personal phone to check email is another great option.

Take short breaks.

No, not Netflix-movie-marathon breaks, but a few moments to get up and snag a glass of water or step outside for fresh air.

Keep your colleagues' schedules in mind.

With team members working alternative hours, be aware of when you're sending information through so everyone has what they need. For example, if you're setting up a meeting, send all details and documents you'll be referencing the night before or early in the morning.



The Basics Continued

If you're working alternative hours and don't have access to the network between 8 a.m. and 6 p.m., consider these tips.

If you can get your job done without network access, download files during off hours, dial into calls, and use your cell phone access. Login before 8 a.m and take notes on your meetings for the day — like phone numbers and meeting agendas.

If you need to be on the network to do your job, talk to your manager about working alternative hours. Depending on your role, you may be able to switch to Saturday and Sunday, and take two days off during your typical workweek.

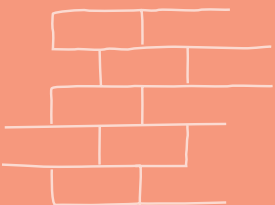
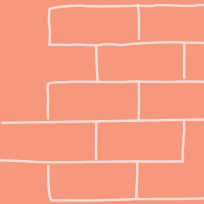
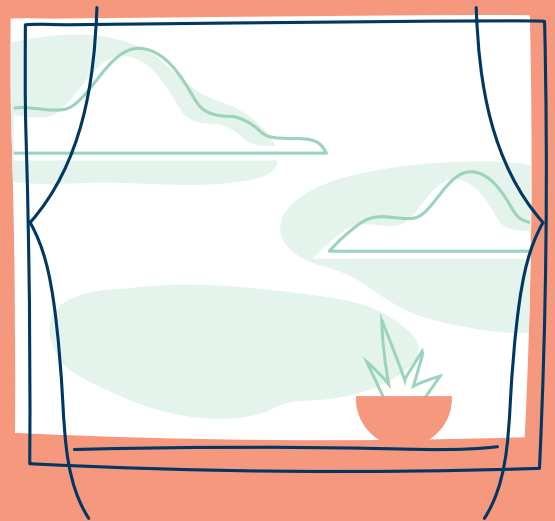
If you're an hourly employee, your manager will need to sign-in or out for you if your shift begins or ends outside of the 8 a.m. to 6 p.m. window. For example, if your shift goes from 7 a.m. to 3 p.m., you'll be able to clock in, but your manager will need to clock you out.



TIP: Set up your out-of-office email reply to note when you are working and consider giving an alternative way to get in touch.

A word of advice...

With most folks working remote, Skype and Zoom meetings will be key to staying in touch. These are wonderful collaboration tools that allow everyone to see the same thing at the same time, record comments, and easily manage the conversation. Take advantage of these features to continue working well together.





The mute button is your friend.

If you're not the one talking, put your phone on mute. It makes it easier — and less embarrassing — for everyone.

Stop the “ding.”

Use *6 or *9 to mute the alert sound heard when people enter a call. It'll help minimize the *DING* interruptions.

If you're running the meeting:

- Invite the right people for the job and no one extra.
- Have a set agenda and share it prior to the meeting. To make things easier, add the phone number and conference code to the meeting title and make sure all pages are numbered if you're sharing materials.
- At the start of the call, introduce everyone and explain the goals and expected outcomes.
- During the meeting, try to “pass the mic” — directly ask for someone's response and give people time to answer.
- At the end of the call, give clear next steps and action items.
- Send a follow-up email with any key information.

Note: Save Skype for meetings of three or more. If you need to have a one-on-one conversation, call the person directly.

If you're participating in the meeting:

- Be attentive, respectful, and patient. It's easy to get distracted when you can't see one another.
- Only speak up when questions are directed at you.
- If you do need to speak up, always lead with your name. That way people will know who's talking.
- Follow up on your action items after the meeting.

Time to troubleshoot:

- If the phone line is busy, try another listed phone number, even if it's for a different location. They'll all connect back to the same meeting.
- If you're sharing your screen, make sure your desktop is clear of personal or secure information.
- Have a backup plan if Skype isn't working. Can you call people directly or share information via email? Do so.

Time to unplug.

Maintaining a work-life balance becomes a bit trickier when your work and life are all under one roof. Once you've put in your time for the week, make sure you're stepping away and decompressing.

Pick up a book, flip on the TV, or do an at-home workout. Remember, you can still connect with your friends, family, and even coworkers at a safe distance. Everyone is just a phone call or text away.

Be safe. Be calm. It will be alright.

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