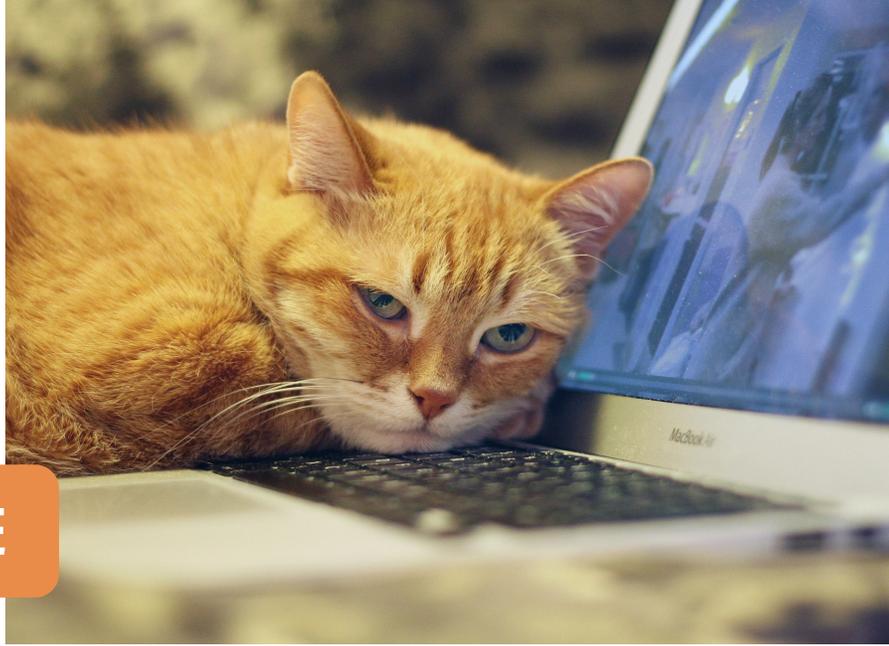


Remote Work Tips

for **EVERYONE**



Be patient and understanding with yourself and others.

- ▶ Remember, traditional remote work arrangements and remote work in a time of crisis are very different. Everyone had to adapt quickly and many have additional life or work pressures as a result of COVID-19.
- ▶ Assume positive intent with your supervisor, colleagues, family, and friends.

Ask questions and discuss expectations.

- ▶ Depending on your role, you may be expected to stay at your computer during specific hours, or you may have more flexibility. Discuss with your supervisor what those expectations are.
- ▶ If a discussion, chat, or email didn't feel "quite right" – follow up with the other person.

Care for your workplace relationships.

- ▶ Schedule coffee breaks or walking meetings to connect. A walking meeting can be simply moving around your house, too!
- ▶ Use humor, play games, find ways to express gratitude. If someone opts out, assume they are dealing with something challenging and allow space for that.
- ▶ Focus as much as possible on the interpersonal interaction happening in virtual meetings or phone calls. Multitasking can send the impression that you are not invested. If you feel the meeting is not a good use of your time, discuss with your supervisor why that is.

Self-care and boundaries.

- ▶ If possible, work in an area of your home that you can leave at the end of the day.
- ▶ Discuss with your household members (in an age-appropriate manner) how you will respect and care for each other. For those with children at home, see "Tips for Families" sheet.
- ▶ Reevaluate your work set up if it is causing fatigue, aches, or pains. The Musculoskeletal Injury Prevention Program (MIPP) conducts virtual consultations and offers a [tip sheet](#) and [webinar recording](#) to help you.
- ▶ Consider using vacation time to focus on self and family care and to rejuvenate. Discuss with your supervisor how to best integrate this.
- ▶ Schedule lunch, breaks, stretching, walking, processing. Use phone reminders, Outlook, a wellness app, or tape a sign to your computer, monitor, or desk.
- ▶ "Go to work" and then "come home." Signal this transition to your own mind by putting your computer away in a laptop bag, going for a short walk, or another daily ritual.