

Teleworker Dos

COMMUNICATION

- Make sure that team members and supervisors have a clear idea of the day(s) you will be teleworking
- Forward your office phone to your home phone if possible
- Keep your boss informed of the progress you are making as needed
- Attend on site or virtual essential department and group meetings
- Respond to communications such as calls, emails and texts

PRODUCTIVITY

- Treat your telework day as you would a regular day in the office
- Develop tasks and deliverables
- Select assignments and deliverables that can be performed remotely
- Develop a routine for the telework days
- Stick to all deadlines and keep your work organized

ERGONOMICS AND SAFETY

- Have a dedicated workspace at home
- Set up the workspace in an area that is safe and free from hazards
- Pay attention to the ergonomics of your dedicated workspace at home. Items to consider: desk height, chair, lighting, safety, electrical support, noise
- Take breaks throughout the day

Teleworker Don'ts

HABITS

- Don't develop bad habits at home
- Don't sleep late on telework days
- Don't stay in your bed clothes all day
- Don't let pets or other noise impair your work environment when talking on the phone

PRODUCTIVITY

- Don't forget that your employer is paying you to do your work during the agreed upon hours
- Don't telework if you have an infant or other dependent who requires your attention
- Don't do household chores during telework hours