

Are you ready to work remotely?

Tips for Employees Working Remotely*

Employees who work remotely often find it is different than they expected, requiring new skills and habits. The following tips can help:

DEFINE YOUR WORKSPACE



It can be easy to sit on the sofa with your laptop and expect to get work done, but keep in mind that we are creatures of habit and most of us are used to lounging with our laptops to read the news, watch television, play games and chat with friends and family. Establishing a workplace, even if it is your kitchen table, gives your brain a cue that it is time for work.

I am working remotely until April 6th.
My schedule is 8am-5pm M-F
Lunch Noon-1pm

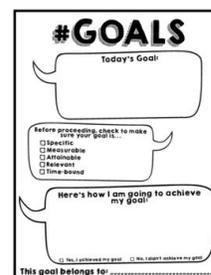
MASTER THE BASICS

A few steps to get you started:

- Add your schedule to your email signature line.
- Set up call forwarding and learn how to access your voicemail remotely.
- Check out Skype for Business to use the instant messaging feature to stay connected to your colleagues.
- Plan for video calls/meetings by making sure you know how to turn on your computer's camera and microphone. *Be aware that your colleagues may be able to see the background behind you.* Check out the CTS resource [HERE](#) to find more information on working remotely.

SET DAILY GOALS, TRACK THEM AND SHARE YOUR PROGRESS

You may be surprised by how differently the workday passes without normal office interruptions that break up your day or influence what you do next. Start each day by writing down what you need to achieve and then track your progress. Pay attention to how long tasks take you and start adjusting your daily goals to match your current rhythm. Communicate with your supervisor and/or colleagues if you think your plan needs to be adjusted.



#GOALS
Today's Goal: _____

before proceeding, check to make sure your goal is...
 Specific
 Measurable
 Attainable
 Relevant
 Time-bound

Here's how I am going to achieve my goal! _____

This goal belongs to! _____

ELIMINATE DISTRACTIONS

If home is where your heart is then work from home can mean pets, children or a favorite hobby are only a few feet away. Depending on your living arrangements, you may need to hang a “do not disturb” sign so your family members do not interrupt you. Pets often need a closed door to keep them away and headphones can help block out noise.



STAY CONNECTED

Many people say they do not call or instant-message colleagues who are working remotely because they do not want to bother them. Remember, they are working too. You should feel confident about calling or messaging a fellow employee who is working remotely anytime you would walk to their office or call them if you were working on-site.



DRESS FOR WORK

Just like sitting on the couch can make us feel a little too relaxed, wearing pajamas all day makes it hard to get into work mode. Dressing casually is definitely a perk of working at home, but getting “ready for work” is a daily ritual that many who work from home swear by.

Remember, even though you are working remotely, you are not alone.

If you need help, contact the CTS Help Desk

<https://Help.okcu.edu> or call 405-208-5555

Human Resources

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