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Remote Working Etiquette Tips | 2020

How to prepare and manage working from home

Set up Your Environment

Find Your Zone
- Designate a work area that is private/secure, free of distractions
- Ensure work area is appropriate for video conferences

Check Your Technology
- Ensure you have a reliable internet connection and a power source
- Verify your tools are working prior to starting your day—video conferencing is expected to be used whenever possible

Set Boundaries
- Remove all risks of background noises during work hours (family members, pets, etc.)
- Manage distractions; turn off the TV, mute other phones, etc.

Be Present & Professional

Dress for Your Day
- Keep in mind your professional presence in a virtual video conferencing setting

Don't Multi-Task
- Listen, take notes, ask questions, as if you were in an office setting
- Quiet notifications, such as Outlook meeting reminders
- Place your phone/conference line on mute when not talking

Refer to your company's flexible work arrangement policies
- Make sure to clarify expectations with your manager

Manage Your Day

Start with a Schedule
- Set work hours that align to your team's operating standards

Get in a Routine
- Create a routine that aligns with your typical office day as much as possible

Take Breaks
- Design breaks, including lunch, into your day to help keep you energized and ready to refocus

Stay Connected

Be Accessible
- Check in frequently with your manager and co-workers; consider a virtual coffee chat or lunch meeting
- If applicable, use your availability feature on online messaging tools, like Skype, so others can see when you're in a meeting or otherwise unavailable

Leverage Collaboration Tools, such as WebEx
- Proactively manage the "mute" button; eliminate background noise
- Use the video feature, if possible

If you have questions or need additional information, please speak with your Manager and/or your Human Resources Department.