Working Remotely: The Basics

Working from home is common now, and with the pandemic, it's even more so. The number of remote roles has increased by 173 percent since 2005, and most experts expect this trend to accelerate. This is the future of work.

Here are a few tips to help you ensure that working remotely is productive and successful:

Set up your workspace for success.

Whether it's a home office, a commercial co-working space, or a table in a coffee house, your workspace has a lot to do with your effectiveness. Make sure your space:

- Is comfortable and ergonomically sound
- Is quiet and able to accommodate phone conversations or video conferencing without distractions
- Gives you room to move around—cramped quarters can increase fatigue!

Get the right equipment.

Make sure you have the right tools and technology to do your job well:

- A computer with a camera.
- A reliable Internet connection—nothing is more disruptive to a video meeting than a connection that drops.
- Remote-work software
- LinkedIn Learning is an excellent source for technology tutorials and tips, including entire courses, to support remote-work success.

software suggestions

Video conferencing/screen sharing: Zoom, Skype, GoToMeeting, JoinMe or others

Communication: Slack or others

Project Management: Asana, Trello, Mondays

Cloud Computing/team sharing: Basecamp, Google Drive, Microsoft Teams, Box

Establish a routine.

Working remotely can be a jarringly different experience for those used to doing their work in an office environment. Establishing a routine is key.

- **Start your work and plan to end your workday at set times.** To the extent possible, work during traditional office hours. This is an important discipline that will keep you productive. Another reason: Your work colleagues (including your boss!) will know when they can reach you.

- **Keep a log of how you spend your time.** This will be especially helpful in the beginning, because it will help you evaluate and adjust your routine to improve performance.

- **Build breaks into your routine –** Stand up. Stretch. Take a walk around the block. Go out for lunch. Your mind and body will thank you!

Set expectations up front, and communicate regularly.

- Before working remotely, be sure to talk to your supervisor to set and understand expectations, establish your working hours, and cover any other relevant topics.

- Regular communication is key to compensating for the fact that you and your colleagues are working in separate spaces. Send emails, set up phone calls, or organize video conferences to stay in touch.

- Consider short "stand up" meetings at set times daily or weekly with your boss or coworkers.

Working from home can blur the lines between your professional and personal life. Set boundaries!

keep your balance!

Most who work from home will tell you that doing so can enhance work-life balance. But this will only happen if you establish your work routine and set clear boundaries, both in your life and with your supervisor. Done right, working remotely can create a new sense of freedom and empowerment. Go for it!