

# Remote Work Helpful Tips

The process of working from home is a new concept for many of us. In order to help maintain a healthy work environment and schedule you may need to change some of your habits and routines to make working from home a positive experience. Below are a few tips to help you adjust to the change.

## **Drink your water!**

- In an office setting you usually have a glass or bottle of water on your desk. Do so at home as well.

## **Get up and walk around.**

- At the office, you usually walk to someone's office, the breakroom and bathroom and get out of your space. Don't forget to get up and move!
- If possible and you can, even stand and do work. You can create your own standing desk by using a box to elevate your keyboard and mouse. The box can also double as storage for your work items at the end of the day. This is especially helpful when the kitchen table is doubling as your workspace.

## **Maintain Regular Hours:**

- Set a schedule, and stick to it...most of the time.
- Having clear guidelines for when to work and when to call it a day helps many remote workers maintain work-life balance.

## **Create a Morning Routine:**

- Deciding you'll sit down at your desk and start work at a certain time is one thing. Creating a routine that guides you into the chair is another.
- Get dress...even if it is in comfortable casual clothes, getting dress moves you into a different mode.

## **Set Ground Rules with the People in Your Space:**

- Set ground rules with other people in your home or who share your space for when you work.

## **Schedule Breaks and Take Them:**

- Know your company's policy on break times and take them.
- Don't short-change yourself during breaks, especially your lunch break.

## **Go Out of the House:**

- Go outside if possible. Try to leave your home or work space regularly. Your body needs to move. Plus, the fresh air and natural light will do you good.

## **Don't Hesitate to Ask for What You Need:**

- In this new work-from-home setup, request the equipment you need as soon as you start working from home, or within a day or two when you realize you need something new.
- Put in an FMD IT Helpdesk ticket a <https://helpdesk.fmd.uga.edu/>. They are monitoring this site and are drop shipping items directly to your home if possible.

**Keep a Dedicated Office Space:**

- In an ideal world, remote employees would have a dedicated office space. But if not, determine the best place to have your equipment so that it is comfortable and ergonomically correct. Working on your laptop with it in your lap for long periods of time does not meet this definition!

**For FMD use the VMware Horizon Client connection to your VDI desktop:**

- Use the VMware Horizon Client connection whenever you're connected to a network that you don't control. That includes Wi-Fi at co-working spaces, cafes, libraries, and airports.
- If you need assistance with installing this on your computer, please put in a ticket to the FMD Helpdesk.

**Socialize With Colleagues:**

- Loneliness, disconnect, and isolation are common problems in remote work life, especially for extroverts.
- Schedule Zoom lunch breaks together.
- Take a walk and chat with friends on the phone.
- Share solutions to challenges you have experienced.

**"Show Up" to Meetings and Be Heard:**

- Take part in video conferences such as ZOOM and Go-To meeting sessions as well as conference calls.
- Be sure to speak up during the meeting so everyone knows you're on the call. A simple, "Thanks, everyone. Bye!" at the close of a meeting will go a long way toward making your presence known.

**Take Sick Days or Annual Leave if available:**

- When you're not well, take the sick time you need. Or if you just need a break from work, take annual leave and enjoy the time off.

**Look for Training Opportunities:**

- Remote learning ideas are posted on the FMD Continuity web page: <https://www.fmd.uga.edu/continuity/>
- UGA offers LinkedIn Learning through Lynda.com. Access LinkedIn Learning at: [https://eits.uga.edu/learning\\_and\\_training/lynda/](https://eits.uga.edu/learning_and_training/lynda/)
- You can also view YouTube videos on basics of EXCEL, How to work with Pivot Tables in EXCEL, etc.

**Over Communicate**

- Working remotely requires you to over communicate.
- Tell everyone who needs to know about your schedule and availability often.

### **Be Positive**

- When you work remotely full-time, you must be positive, to the point where it may feel like you're being overly positive.
- Support your co-workers by offering ways to overcome challenges. Remind them of the perks of working from home.

### **Take Advantage of Your Perks**

- Every week, bake a loaf of bread. Or make a batch of cookies. Why? Because when work from home you can.
- Work in a spa day while you work- put on a face mask or give yourself a pedicure.
- Listen to a book or music while you work....you don't have to worry about disturbing your co-workers. Audible has a lot of books available free for streaming: <https://stories.audible.com/start-listen>.
- Participate in conference call from your treadmill or elliptical machine. This allows you to keep moving while you are still working.

### **Don't Be Too Hard on Yourself**

- While the most successful remote employees have a reputation for being extremely disciplined, everyone's mind wanders from time to time. Remember, this happens when you are at the office, so don't be too harsh on yourself if it happens when working from home.
- Remember you will get in a groove with this new world....it takes a little time.
- Share your challenges with others. They may be able to provide helpful ideas or you may learn they too are having these challenges.

### **End Your Day with a Routine**

- Just as you should start your day with a routine, create a habit that signals the close of the workday.
- It might be a sign off on your computer, which you should! Take an evening dog walk, or a 6 p.m. on-line yoga class.
- Whatever you choose, do it consistently to mark the end of working hours.

### **Remember the Employee Assistance Program:**

- Find out more information on USG's Employee Assistance Program at [https://www.usg.edu/hr/benefits/2019\\_benefits/eap](https://www.usg.edu/hr/benefits/2019_benefits/eap)
- Get assistance with the concerns we are facing in this unprecedented time- workplace issues, stress/anxiety and personal wellness.

Thank to PC Mag's great article on working from home. You can access the article at the following link:

<https://www.pcmag.com/news/get-organized-20-tips-for-working-from-home>