

Teleworking Best Practices for Employees

Telework Employee Best Practices

- [No place like home: What 40 years of working remotely taught me](#)
- [Work from home: 64 expert tips for staying healthy, happy, and productive](#)
- [How to Work from Home Without Losing Your Mind](#)

Self-Management

- **Create a Telework Plan with Your Supervisor**
 - What routine responsibilities/tasks cannot be fulfilled while working remotely and how will it impact operations or other people? What are ways to reduce the impacts?
 - What routine responsibilities/tasks require regular communication and collaboration with others? Proactively contact colleagues to confirm how you will communicate while everyone is working remotely.
 - Oftentimes employees experience fewer interruptions while teleworking. Are there any special projects or tasks that you can advance while working remotely?
 - What events or meetings are scheduled during the time in which the temporary telework arrangement is in place? Will they be postponed or canceled, or will they take place using technology? What follow-up needs to occur due to postponements or cancellations?
- **Establish Trust**
 - [9 Ways to Gain Trust When You Work Remotely](#)
 - LinkedIn Learning: [Building Trust](#), 58 minutes
- **Manage Your Time**
 - LinkedIn Learning: [Time Management: Working from Home](#), 1 hour 25 minutes
 - Create defined work hours and track your time to minimize or eliminate burnout from overworking.
 - Organize your days with recurring tasks.
 - Schedule breaks.
- **Get Dressed.** Treat working from home the same as going into work; follow the same routine.
- Get a reasonable number of hours of sleep each night.

Work Environment

- If you have equipment at home, connect your laptop to a keyboard, mouse, and monitor for a more formal desktop experience. This is also better for your physical health.
- Set boundaries. Be it kids, your partner, or your roommate. Just because you work from home doesn't mean you're always available to run errands, watch a sick kid, or wait for the electrician.
- Eliminate distractions. TV, books, videos, music, and other media can offer short breaks, but avoid being drawn into your favorite distractions; stay disciplined.
- Think outside the box if you have a baby or a puppy to take care of. Adjust your work environment so you are comfortable and can focus, while still being able to take care of a sick kid, or yourself.
- Continually optimize and re-think your work environment.

Attend to Your Mental Health

- Getting out of the home office (and main office, for that matter) during the workday for a short walk is helpful to physical and mental health.
- Again, set boundaries. One of the biggest challenges, especially for those with a family, is family members thinking that working from home means you are always available for a phone call or errand. Communicate your schedule, and if needed, create "do not disturb days and hours."
- Get a reasonable number of hours of sleep each night.

Attend to Your Physical Health

- For five to 10 minutes every hour: Get up, move around and take your eyes off the screen.
- Prepare healthy meals and snacks to keep you energized throughout the day.
- Get a reasonable number of hours of sleep each night.