Quick Tips: Remote Work Success

BASIC TIPS:

- When working remotely, set up a designated work area in your living space. If possible, avoid combining your personal living space with your work space.

- Keep your work environment as professional as possible. Get rid of distractions. Don't have the television on. If you'd like to hear some music while working, make sure it's not too loud and distracting.

- Create a daily, consistent work routine; it will help you to stay focused and productive.

- Talk with your employer to make sure you understand your employer's expectations for your remote work situation including how many and what hours you will be working. Know that you will be expected to be online during set hours most likely. However, even though you are working from home, that does not mean you need to work 24/7.