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.