

# Training & Development's Top 5 Tips for Working Remotely

## 1. Over-communicate

The vast majority of communication is non-verbal, so when working remotely we need be more intentional with our professional communication. Your supervisor won't physically see you hard at work, so let them know what projects you are working on, ask for feedback on appropriate timelines and be very clear about your priorities. Discuss your communication preferences with your team. Is it best to contact you via chat or text? Do you prefer email? Share how you are feeling and what you need. Transparency is key.

## 2. Create a dedicated workspace

When we work from home, it can be hard to truly separate from work – especially if your laptop and files are in the middle of your living space. While it may seem novel to work from the comfort of your bed, experts warn that will further blur the line between your work and home life, and it will not help you maintain healthy sleep habits. Many of us do not have a home office, so get creative! You may need to take over the guestroom, a basement corner or even repurpose a craft table in the laundry room.

## 3. Set a schedule

Figure out what routine works for you and stick to it! One of the perks of working remotely is often a more flexible schedule. Consider your prime working hours. Do you prefer the early morning or late at night? Do you need to set aside some time for family obligations? Set a schedule that incorporates your most productive hours and meets the needs of your team. You will need to ensure that you are available when your team needs you, so be sure to communicate with your colleagues. Finally, be intentional with the beginning and end of your day. Get dressed and prepare your mindset for work as you would if you were going to the office and find a way to end your day and step completely away from your work tasks.

## 4. Make time to connect with colleagues

Research shows that socializing with colleagues increases our happiness and work satisfaction and positively impacts work productivity. Participate in team meetings, with cameras on if possible, and join in the conversation via the designated communication channels your team elects to use. Create team bonding events, allow time in meetings to share personal updates, and continue to focus on community in a way that honors your team's culture. Use this time to [engage in professional development](#) as a team.

## 5. Give yourself (and others) a break

As you tailor your schedule to incorporate your most productive hours and your team's needs, make sure you include real breaks. Build in time for [self-care and well-being](#) with exercise, meditation, or social connection. In addition to breaks from work, be extra kind to yourself and give others the benefit of the doubt. The environment we find ourselves in requires new ways of working, living and connecting. This is new for everyone, and we will need to give ourselves a little time to adjust to these new conditions.

## Additional tips and resources:

For Everyone:

[Remote work survival guide](#), Forbes

[15 Questions about remote work, answered](#), Harvard Business Review

[Transitioning to remote work in a hurry](#), Zapier

[Guide to Working Remotely](#), Zapier

[The Ultimate Guide to Remote Meetings](#), SlackHQ

[Tips for working from home with kids](#), UGA Today

[How to Hold on to Happiness When Your World Collapses: tips for 4 weeks of self-isolation](#), Psychology Today

For Supervisors:

Webinar: [How to transition your team to remote work](#), Articulate

[Guide to Managing Your \(Newly\) Remote Workers](#), Harvard Business Review

[Leading Remote Workers: The Coronavirus' Impact on Effective Management](#), Forbes

[How to Manage Remote Employees](#), Gallup

[How to Manage the Loneliness and Isolation of Remote Workers](#), Gallup

[How to Build Trust with Remote Employees](#), Gallup

[Remote Worker Isolation: Perception vs. Reality](#), Gallup

[How to Keep Remote Worker Wellbeing High](#), Gallup