TIPS FOR TELECOMMUTING EMPLOYEES

Keep these few tips in mind to make your transition from office to home a little easier!

**Keep the same “routine”**

Keep the same “routine” - when you worked in the office, you had a routine for how to start and end your workday... get “ready” for work.

**Define a “work” space**

Define a work space environment - set up a dedicated workspace... your brain needs to know this is where I work.

**Eliminate distractions**

Eliminate distractions - establish office hours, putting up a sign that says “at work” will help remind others that you need to stay focused.

**Communicate**

Communicate - be accessible, responsive, interact with your manager and co-workers. Video conferencing and talking on the phone helps to keep lines of communication open.

**Self care**

Without external reminders, it’s easy to forget to care for yourself. Be sure to schedule time during the day to get up, move around, eat lunch, and stop working at your normal end time.

* be sure to check your Human Resources team regarding telecommuting policies and procedures that are required.