WORKING REMOTELY

SETTING EXPECTATIONS

• Treat the experience as if you are in the workplace (office, lab, etc.)
• Establish a set schedule for when (and how long) you are expected to be online.
• Check out these 23 Essential Tips for Working Remotely as well as What you Need to Know to Start Working From Home (tips 5 & 6 are particularly good!)

TECH SETUP

• Choose a location that has a stable, reliable internet connection. TIP: Type "internet speed test" into your browser and run the program to check if your location allows for a stable connection.
• Use a headset if available.

SETTING UP YOUR HOME OFFICE

• Your environment directly impacts your work: create a workspace that will help you stay productive
• Ensure that you are in a quiet location that allows you to hear and be heard
• Take steps to ensure that all of your office conversations also remain private
• Clear your background of any distracting visuals (posters, foot traffic, sunlight, etc.)
• Check out this article on How to Set Up a Workable Home Office

VIDEO CONFERENCE TIPS

• Establish your video connection five minutes before any video call or conference, so that you can troubleshoot any issues and "arrive" ready to start on time.
• Dress professionally from head to toe in case you need to stand during a conversation.
• Collect all notes and online materials needed (as well as water) BEFORE you log in.
• If you need to leave your position, mute your audio, and close your camera function as well.
• When speaking, look directly in the camera.
• In group conference calls, you can utilize the chat function as needed to get an answer from someone specifically without interrupting the conversation. (Remember, that anything you type could be shared with others!)
• Be conscious of your room’s lighting. If needed, close blinds and/or turn on lights to ensure people can see you well.
• Mute your microphone in group discussions when you are not speaking to avoid ambient noise.

For more tips on succeeding in the home office - schedule an appointment with a CPD Career Coach.