

Top Tips for a Successful Transition to Remote Work



Make your Space Work



Be mindful of distractions.



Use a supportive chair.



Add other comforts.



Gather everything you need.



Use the Right Equipment



Headphones are a must.



Keep your chargers close by.



Consider an external monitor.



Check your internet speed.



Create Digital Boundaries



Protect your non-workspace.



Unplug when the day is over.



Stand-up and stretch often.



Establish a schedule for breaks.



Use the Right Channel



Email – meeting requests and sharing files



Instant Messaging – casual chats or quick requests



Video Calls – meetings or longer discussions



Avoid Miscommunication



Provide ample details.



Ask for clarification.



Use emoticons.



Connect one-on-one regularly.



Embrace Tools



Use cloud-based platforms.



Make sure your internet is strong.



Get comfortable learning new things.



Maximize Your Meetings



Avoid multi-tasking.



Test the technology.



Arrive on-time.



Assign a facilitator.

