

REMOTE WORK/LIFE TIPS

TIPS FOR EMPLOYEES

FLEXIBILITY



Be patient and adaptable with yourself and your colleagues

We are all working tremendously hard and we need to be aware of the need to attend to our own self and family care, as well as the needs of our employees and how their obligations may differ from our own

BOUNDARIES



For yourself

Set specific "office hours" and include them in your signature. If an email isn't urgent, consider the delay delivery email function in Outlook and have it set to send during regular business hours. Take personal, sick or vacation days as needed, and acknowledge when you may need to take a break.



For your colleagues

Avoid setting meetings during lunch or outside of the 9 AM - 5 PM workday.



For students

Provide students with guidelines of when you are available and take into account the difficulties of remote work.



For your family/roommates

Have conversations with members of your household about how to best balance the demands of your job with the demands of your home life.

GIVE YOURSELF SPACE



Take a break

Book time on your calendar for lunch breaks, to care for yourself and loved ones, be sure you're stepping away when you need to



Step in and out of the workday

Now that your home is your workspace, it's important to create a mental break to signify your brain of the shift into and out of work. Try going on walks before you start your day or setting an alarm at the end of the day to remind you to end your work day.

WE'RE ALL HUMAN



Check in

Don't forget pleasantries. When we see someone face to face, we ask 'How are you?' 'How are is the family' - sometimes, over zoom, we lose the prompt