

Working remotely can be just as effective and productive as working in the office if you know how to manage your schedule, communicate, and minimize at-home distractions such as errands, chores, family members, TV and pets. Managers and supervisors can also ensure team members are being supported and motivated while working away from campus.

Tips/Online Resources

Dress for Success

It can feel tempting to roll out of bed and over to your laptop in your pajamas. If you're dressed for sleep, it can be much harder to get your brain in productivity mode. Try maintaining a regular morning routine to set boundaries between working and living at home. In place of your morning commute, you might try another activity to boost productivity, such as a walk, light workout or meditation. Then, get dressed and ready for your day and make a healthy breakfast.

Set and Follow a Schedule

It is important to set your working hours apart from your personal home time. Here are a few tips on managing your daily schedule to optimize productivity:

- Start each day off by reviewing the tasks you need to get done to make progress towards your goals that day and throughout the week
- Prioritize your tasks by understanding the time investment, complexity and impact of each
- Provide key status updates to your manager and other team members
- Take regularly scheduled breaks to stretch, get outside and rest your brain

Create a Workspace

If possible, it is best to set aside a separate space in your home for work. This will help you separate your home and work activities, and boost productivity when you're working in your designated space.

Video Technology

Video technology is also an incredible tool to leverage when working remotely. It helps us to stay connected even when we are very far apart. To optimize your video meetings, you should:

- Test out your computer microphone, speakers and camera before important meetings to make sure they work
- Be conscious of your physical background when in meetings, change to something more professional when needed
- Use your video camera whenever possible—keeping your camera on can improve understanding and communication

Schedule Weekly Stand-ups

The reinforcement of sharing individual successes and plans keeps everyone excited about the team's overall contribution to the organization.

Keep the Team Spirit

When working from home, it is more important than ever to create spaces to interact with your teammates beyond projects and status updates. Working remotely can bring feelings of loneliness that might catch some people off guard. Here are some ways to connect while working from home

- Use online chat as your office water cooler and happy hour
- Set up an optional lunchtime video chat to discuss fun topics
- Virtual team building can help replace valuable in-person forms of communication that are missing from the remote office

Communicate Clear Expectations

Take a moment to plan:

- Goal responsibilities and ownership
- How often updates are expected and in what form
- Communication norms (which technology you want to use for each type of message, expected response time, dark time, etc.)

1:1 Time With Team Members

Make sure you and each member of your team are working towards the same objective(s), that the work that is being completed is the right work, and most importantly, to check on the well-being and engagement of your team. Dedicated one-on-one time with your team members becomes even more critical and important when managing a team virtually. Questions to ask may include:

- How are you feeling?
- What is on your mind?
- Do you feel like you have clear priorities?
- Do you feel in-the-loop?
- Do you feel isolated from the rest of the team?
- What are you most excited about?
- What are you most worried about?
- How can I help you?

Provide Feedback Often

If employees are more familiar with working in an office environment where they receive feedback daily. Regular feedback lets employees know where they stand and gets everyone on the same page.

Share Relevant Information in a Prompt, Inclusive and Organized Way

Keep employees informed by sharing information broadly to all team members in a timely manner. Your leadership is necessary for sharing relevant information that you need to trickle down to your team. Take time to understand what's being communicated, why and what is being asked from your team.

We hope you find these tips and resources helpful. [UCR Healthy Campus](#) and the [Faculty/Staff Wellness Program](#) remains committed to the health and well-being of the campus community.

If you have any questions or would like more information, feel free to reach out to healthycampus@ucr.edu or wellness@ucr.edu.

Stay safe and healthy!