



# 10 Tips for Working Successfully from Home

Traditionally, teleworking or working from home has been limited in the work of Public Employees & Non-profits because we meet with the Public, and those conversations & interactions are traditionally more valuable in person. During current climate & plans for Social Distancing many of you may be finding yourselves at home trying to determine the best way to make your work productive. Here are some tips compiled from various resources, along with your AFSCME 65 Staff who have decades of experience working remotely.

- 1). Work Space:** Set up a specific space in your home for your office. Even if you do not have a room to dedicate as an office, you will need dedicated space where you can be well organized.
- 2). Limit Distractions:** Set limits as if you were in the workplace. Family members & pets are excited to have you around, but you will need to set up your space to limit those distractions.
- 3). Routine:** Set a routine to start each day. If you do not feel effective in your lounging clothes, make sure you have a routine to get ready as if you were reporting to your workplace.
- 4). TV, Phones, etc:** Limit various Media around you. It can be easy to get distracted by radio, TV, or social media. Limit extra screens & apps from being open while you are working.
- 5). Take Allowed Breaks:** Schedule your allowed breaks to walk away from your work area & unclutter your brain. Just as you need to be focused while working, you also need those few minutes you used to have to chat with co-workers to clear out the clutter & re-boot.
- 6). Stay Focused:** Work as though your supervisor is in the room. Remember that your workplace likely uses software that their IT & systems can monitor. That means they know if you are on Facebook, shopping for something that is not work related, or haven't logged into the system in 2 days.
- 7). Be Organized:** File & Use office supplies. If you have papers & documents, file them for easy retrieval just as you would at your office.
- 8). Confidentiality:** Data Privacy laws are in place at your home office. Whether it is HIPAA information, private or confidential data, or phone conversations. Continue to follow those guidelines as if you were in the workplace.
- 9). Virtual Meetings:** Follow the "AFSCME 65 Best Adapting to Business in the Digital World." Specifically, be present, eliminate any background noise & test your technology before the start of the meeting.
- 10). Close up your office each day:** Finish out your workday by closing up your office. When you return to the workplace, or return your work product, your employer will expect that it has been kept in proper form.