



TWIN CITIES  
**Telework**

by  
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# Tips for Telework Success

## Are You Ready to Telework?

Employees who telework often find that remote work is a lot different than they expected and that it requires certain habits and skills – not to mention the correct home office set up.

Telework can offer greater flexibility and comfort, but it's more than just working at home. It requires motivation, discipline and time management skills. Here are some tips for success during COVID-19 and beyond.

# Tips for Telework Success

## Daily Schedule

- Establish a daily routine and stick to it. This will help you meet work deadlines while maintaining work/life balance.
- Send your supervisor and team members an email or text when you start and end your telework day, so they know you are working and when you are finished. This also adds structure to your telework day.
- Attend all essential on-site or virtual department and team meetings.
- Take short breaks throughout the telework day. Get outside and incorporate some exercise into the breaks if you can.
- Have lunch away from your desk.
- Stick to all deadlines and keep your work organized.

## Communication is Key

- Talk with your supervisor about tasks/projects for your telework day.
- Make sure your co-workers have a clear idea of the days you will be teleworking.
- Respond to calls, emails and texts as soon as possible to convey you are working diligently.
- Keep your boss informed of progress on tasks and projects with daily/regular updates.
- Alert your supervisor immediately if you are experiencing connectivity issues.
- Inform your manager if you will miss a deadline.
- Have an honest discussion with family members who are home during the workday. Do your best to set realistic expectations so you can be productive while still addressing the needs of your family.



## Home Office Tips

- Set up a dedicated workspace in a quiet area. Avoid working from your couch, bed or other furniture that does not offer ergonomic support.
- Be mindful of the ergonomics and lighting of your home workspace (i.e. desk height, chair with lumbar support, proper power supply with surge protector).
- Avoid distractions like visiting social media sites, watching/reading the news, doing laundry or dishes, answering personal phone calls or running errands.
- Do your best to avoid pet noise or other noise that could impair your professional image while on the phone or video conference.

## Remember...

- Treat your telework day as you would a regular day at the office.
- Telework is all about work. Period.



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