

# BUILDING EFFECTIVE WORK FROM HOME PRACTICES

We realize that transitioning to working from home may not be ideal for everyone. In this time, we can each take a few steps to support one another in being our best. This is a short resource to help you be most effective.

## YOUR TEAM

- Check in with your team members regularly
- Connect personally as well as professionally
- Ask for help
- Give help when you can
- Remember that we are all in this together

## YOUR WORK

- Keep your calendar up-to-date and share with your team
- Find support communities to keep connections time with others
- Set group meetings and appointments
- Start your day with a daily list of to-dos or priorities for working hours
- Embrace and use video chat—remember critical non-verbal cues.

## YOURSELF

- Know when to unplug
- Shut off social media, TV, and your personal phone
- Structure your days and hours—set breaks, take lunch, and create a routine
- Work when you're your best—be flexible
- Be accountable and don't multitask



## YOUR ENVIRONMENT

- Determine the best environment for you—including noise levels, music, temperature, and light
- Take breaks, drink water, and exercise
- Your environment may not be perfect right now and that's ok. It's best to be up front with your colleagues and acknowledge any difficulties you may be facing.