

8 EFFECTIVE TIPS FOR WORKING REMOTELY



Make sure to get approval from your manager before working remotely. You will need to adhere to North Carolina A&T policies while conducting work from another location.

1. KNOW YOUR TOOLS



Avoid frustration. Maintain productivity by testing technology and accessing files remotely before you need it. Consider forwarding your calls and learn to access voice mail remotely.

2. SET YOUR SPACE



Find a comfortable, quiet spot where you can focus and maintain an ergonomically-sound work environment.

3. STRUCTURE YOUR DAY



As appropriate, keep your same work hours and structure your day like you are in to the office. It's important to maintain boundaries around hours. Plan for meal breaks just like you do in the office.

4. COMMUNICATE



You won't "see" everyone in the hallways, so it's important to stay connected with your coworkers and clients. Use all of your tools to stay connected – Skype, MS Teams, phone calls and emails are a few.

5. BE PROACTIVE WITH YOUR MANAGER



Keep your manager up to speed on your accomplishments, struggles and areas in which you need assistance. Plan to provide regular and frequent status reports, as appropriate.

6. AVOID DISTRACTIONS



Plan your work space & schedule to minimize distractions. Limit interactions with family members, friends and pets to break periods or after your work day ends.

7. KEEP HEALTHY



Make sure you periodically stretch, walk around and frequently look away from your screen. Use your calendar if you need a reminder!

8. ADHERE TO N.C. A&T POLICIES



While you are working remotely, you are still "at work" so be sure to follow UNC's policies including downloading apps and visiting websites on work computers.