TIPS FOR WORKING REMOTELY

Make sure to get approval from your manager before working remotely. You will need to adhere to UNC Greensboro’s policies while conducting work from another location.

1. KNOW YOUR TOOLS
Avoid frustration and remain productive by testing technology and accessing files remotely BEFORE you need it. Forward your calls and access voicemail remotely.

2. SET UP YOUR SPACE
Find a comfortable, quiet spot to work where you can focus and maintain an ergonomically-sound environment.

3. STRUCTURE YOUR DAY
As appropriate, keep the same work hours and structure like you are in the office. It’s important to maintain boundaries around hours, and plan for meal breaks.

4. COMMUNICATE
You won’t see coworkers in the hallways, but it’s important to stay connected with people. Use all of your tools to stay connected, such as WebEx, Skype, Hangouts, email, and phone.

5. BE PROACTIVE WITH YOUR MANAGER
Keep your manager updated on your accomplishments, struggles and areas you need assistance. Plan to provide regular and frequent status reports.

6. AVOID DISTRACTIONS
Plan your workspace and schedule to minimize distractions. Limit interactions with family members, friends and pets to break periods or the end of the work day.

7. KEEP HEALTHY
Stretch, walk around, frequently look away from your screen. Use your calendar to remind you!

8. ADHERE TO POLICIES
While working remotely, you are still at work, so follow UNCG’s policies on using work computers.

Need more information?
Visit the UNCG Keep Working website to learn about tools available for working remotely. Need WebEx training? Watch video tutorials to learn how to start and join virtual meetings.

Source: UNC Human Resources