EMPLOYEE WORK FROM HOME GUIDE

AVFUEL

As businesses around the world follow prescribed national, state and local guidelines, many are transitioning their staff members to remote work whenever possible. While it takes some adjustments, have confidence that your team can continue to accomplish tasks effectively by following some best practices for remote work. We've been seeing a ton of tips on how to stay productive and would like to share some with you.

Make Your Workspace

Choose a spot to work from and make it your own. This helps separate work time from off time, which can be especially helpful for those that need that compartmentalization. It doesn't have to be anything fancy—a guest room, a corner of the living room, your kitchen table—whatever works best for you for comfort and productivity. However, you should try to stay away from working in your bed or on the couch, as these areas are associated with relaxation in your brain, which could negatively impact your productivity. Pro tip: Try to choose a spot with some natural light to help boost your mood.

Get Ready

This may sound silly, but maintaining a typical morning routine can help you physically and mentally prepare for the workday ahead—drink your coffee, get dressed, have breakfast, etc. While you don't need to dress up in business formal attire if you are working from home, you should take the time to shower, brush your teeth and get ready for the day. Aim to dress in casual—not sloppy—attire so you feel confident and fresh.
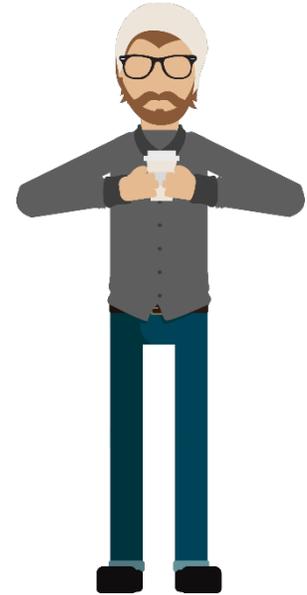
Set a Schedule

Scheduling out what your day will look like can help keep you on track. Plan to work the hours you typically would in the office to help keep your professional and private lives separate. Make sure you are eating healthy meals and hydrating throughout the day.

Stay Focused

One big challenge of telecommuting is accountability. Without co-workers or managers nearby, it's easy to become distracted and fall behind on work, and it will become apparent to your team if you're not putting in the same effort at home as you did in the office.

Stay focused on work throughout the day to maintain consistent productivity. Avoid online distractions, limiting time spent on email, social media and websites unrelated to work. Set a timer on your phone or computer if necessary during brain breaks.

ARE YOU STILL WATCHING?

Stay Connected

Consider some tech programs that can help your team collaborate while away, such as Zoom, Slack or Discord. There are so many simple-to-use tools out there that allow you to instant message, voice chat and video chat to stay connected and collaborate with one another.

VIRTUAL
MEETINGS

PHONE CALLS

INSTANT
MESSAGING

REGULAR
EMAILS

Remember to Take Breaks

Just like you are encouraged to take breaks while you're in the office, remember to allow yourself time throughout the day for quick breaks. If you need a short break to gather your thoughts, try walking around the house or down the street, stretching, or making a snack or meal.

Self-Reflect

You may be trying to work remotely for the first time, or in new circumstances with your entire family home, and this may require a period of adjustments. Be honest with your self-reflection—what would you typically accomplish in the office? What have you been able to accomplish at home thus far? What's working and what's not? Discuss your needs and expectations with your family members and any work concerns with your manager to identify how you can make the most of your time as a remote employee; with some collaboration and communication, you can maintain happy and healthy work and personal lives.