



Telework Getting Started





Overview

Telework - also known as telecommute, remote working or working from home - can be challenging, especially if you're used to working in a traditional office environment.

This guide will help you get started with some tips and tricks to help you be more productive while teleworking.

Setting Your Schedule



Keep Regular Hours

Take a shower, get dressed and “go to work”, it helps you mentally prepare to be productive. Continue with your usual “at the office” mindset and approach

Make Sure to Clock Out

Define your work time vs your personal time. This is important for optimal work/life balance.

Take Your Breaks

Compliment your work schedule with short breaks throughout the day. It will help fight mental fatigue. And don’t skip lunch! It can make it extremely difficult to focus on tasks.



Keep Physically Active

You’re likely to walk less while working from home. Be sure to get some daily exercise. Not only is it healthy but it also helps increase productivity.

Establishing Boundaries



Be Flexible Yet Respectful

Working from home may allow flexibility in your schedule. Just don't be available 24/7. Make sure to schedule personal time.

Share Your Work Schedule

Family and roommates will know when you're working so they can respect your time and space. Coworkers will know when you're available should they need to contact you.

Designate Your Work Area

A dedicated home office is ideal but it's not required. An uncluttered space that allows you to focus is all that's needed to be productive.

Practice Good Ergonomics

While you can certainly work from your couch once in a while, a good comfortable chair and stable work surface are healthier for you.



Using the Proper Tools



Hardware & Software

A computer and reliable internet connection are helpful. Do you have the necessary software? Get especially familiar with online video communication software.

Look and Sound Your Best

For video calls, look into the camera as you speak, and if available, use a headset with a microphone for the clearest sound. Also, be sure to face the strongest light source in the room in order to appear as clear as possible on camera.



More Desktop Space

A monitor connected to your laptop increases your virtual desktop space and can help you work more efficiently.

Maintain Quality

With the proper tools, strive to maintain quality for your coworkers, clients, and customers.

Staying Connected



Communicate & Coordinate

Be available to coworkers during your daily work schedule.

Respond to calls and emails in a timely manner.

Interact Often

Work related social conversation helps boost morale and productivity.

If you're a manager, check in regularly with your team.

Set Communication Protocol

For example:

- email only for items that aren't time-sensitive
- text messages for brief reminders or follow-up
- phone calls for urgent issues
- project management software for detailed or comprehensive work items

Keep Up to Date

Set expectations with co-workers on the frequency of project updates.



Being Productive



Prioritize Your Tasks

Every morning, review your daily tasks and list them by urgency or due date. Make it a point to complete at least the top three.

Optimize & Focus

Recognize when you're most productive during the day, then concentrate on one project within that time.

Maintain Focus

Work on one task at a time until it's completed. It's more efficient than switching back and forth among multiple tasks.



Continuously Improve

Keep refining your home workflow to improve your productivity and increase the quality of your work.



To learn more about Teleworking and how it qualifies for commuter incentives, visit **IECommuter.org** or contact your Employee Transportation Coordinator.

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