YOUR REMOTE WORK CHECKLIST

directive
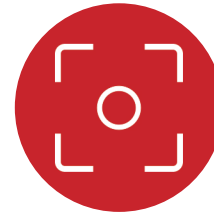Outsource IT

SET UP YOUR WORKSPACE

Find a space in your home where you can concentrate. If you're somewhere with background distractions, use background blur in Microsoft Teams to keep teammates focused.

COMMUNICATE OFTEN

Your rhythm with online work from home might look different than it does in the office. For example, you may be balancing work and childcare at the same time. Communicate your schedule to your coworkers so that they know when to reach out to you.

HAVE HEALTHY BOUNDARIES

Without the normal workday signals, like a commute, it can be harder to unplug. Make sure to take breaks, stay hydrated, and give yourself opportunities to "clock out" from remote work at the end of the day.

EMBRACE ONLINE MEETINGS

Make sure all meetings include a virtual "join" option so that team members can join from wherever they are working. Turn video on so your team can interact face to face and feel more connected.

RECORD YOUR MEETINGS

When you start a meeting, hit "record." Team members who aren't able to join can watch later or search the automatically generated transcript for important information. That way, people can easily review anything they missed or need repeated.

HALLWAY TALK

The quick chat in the breakroom is what many people miss the most when working remotely. Instead, be deliberate about connecting with your coworkers. Think about messages as your virtual coffee-break and check in with people regularly.

BRING THE TEAM TOGETHER

Working remotely can feel a bit isolating. It's important to create opportunities for the whole team to virtually get together, whether it's large brainstorms with the Microsoft Whiteboard app or daily check-ins

BE MINDFUL AND INCLUSIVE

A crowded conference call can make it difficult for people to share their opinions. Pause frequently to allow time for questions and remind attendees that they can use the chat window to share their thoughts.