

Tips & Best Practices for Working Remotely

Below are some of the top tips and best practices for managing a successful remote working routine.

- **Set up and get up.** Set yourself up for success by having your computer, notes, etc. together in one spot. And, try not to sit all day or for too many hours in a row. Use the *30/60/90 Rule*. Look away from your screen every 30 minutes to give your eyes a break; get up and stretch briefly every 60 minutes, and; get up and step away from your computer every 90 minutes.
- **Establish a start and end to your day.** Set a daily schedule, including start and stop times and stick to it. Include your work hours and remote/onsite schedule in your email signature to provide clarity and transparency to colleagues regarding your availability and mode of work. Ensure you are accessible during these hours via phone, email, and/or Zoom. This will allow colleagues to connect with you easily throughout the day.
- **Set boundaries:** While remote working at home or an alternative work location can provide flexibility, make arrangements to ensure childcare, pet-care, or elder care is accounted for during working hours. Make sure others living with you know when it's okay to interrupt you and when it's not.
- **Use your video on Zoom.** Body language and facial expression comprise more than 55% of communication. Ensure engagement by refraining from multitasking during Zoom meetings. In addition, schedule breaks to grab a snack or take a walk before or after your meeting. If, for some reason you cannot be on camera, contact the meeting organizer/group to let them know in advance of the meeting.
- **Communication is key.** Managers, schedule regular check-ins with your staff. Schedule and commit to weekly one-on-ones and team meetings. Keep in regular contact with your team through various communication tools like email, google chat, Slack, or Zoom. It helps maintain collaboration and keeps everyone informed. Staff should also regularly provide their manager with updates as well.
- **Stay organized:** Use digital tools like calendars, project tracking tools, or to-do lists to organize your tasks and stay on top of deadlines. Consider even using a Google spreadsheet such as these [examples](#).
- **Minimize distractions:** Identify and minimize potential distractions in your work environment. Turn off notifications on your phone, close unnecessary browser tabs, and use productivity apps or browser extensions to block time-wasting websites if needed.
- **Prioritize self-care:** Remote work can blur the lines between work and personal life, so make sure to prioritize self-care activities. Take breaks in accordance with university policy. Also, before or after work, engage in hobbies and/or other activities that will enable you to prioritize self care and maintain a healthy work-life balance. Be sure to check out Brown's [Wellness Programs](#) and [Employee Assistance Program](#) to support work-life balance.
- **Take time to learn, grow, and develop.** Work with your manager to design an individual development plan for yourself. This may include on-the-job training, stretch assignments, and learning through the [Employee Education Program](#) or [Talent Development](#). For the latter, use these links to sign up for professional development, including [instructor-led sessions](#), [TD Next Level courses](#) and/or [LinkedIn modules in Workday Learning](#).

