

TIPS FOR WORKING REMOTELY



Below are a few suggested steps to successfully work remotely.



DEDICATED WORKSPACE

Create a dedicated workspace to focus on work with minimal distractions.

OVER-COMMUNICATE

Over-communicate to ensure work is done at the same or higher standard as in-office.



UTILIZE TECHNOLOGY

Maintain personal connections with co-workers throughout the day and remotely access necessary tools through technology (Office365, RingCentral, ScreenConnect, etc.).

ESTABLISH A ROUTINE

Establish a routine and stick to it — keep regular office hours and dress as you would if you were going into the office.

