



MOORE NORMAN
TECHNOLOGY CENTER

Teleworking Best Practices

Many of us are working from home for the first time. Here are a few best practices to help you transition – even if you are only working from home sometimes. To adapt to working from home you need to establish a routine, practice patience (with yourself, technology, co-workers, and family), and remember to communicate.

Work Space

- Identify a dedicated area as “office” space and create an environment that supports work. This can be in an actual home office or a designated area. Ideally the area would allow for work materials to stay in the area.
- A dedicated space will help you to associate the area with professionalism and will lead to greater focus and productivity.
- Remember safety always come first no matter where you are working. Be sure to eliminate all safety and fire hazards.

Work Hours

- Stay on your work schedule. This helps with work dedication, productivity, and helps everyone (managers, co-workers, and family) plan interactions accordingly. Create time boundaries that separate your work and personal life.
- Telecommuters often work harder and longer than conventional employees, but remember that too much work can become detrimental.

Get Up and Get Dressed

- It is important to treat remote working with the same professionalism as face-to-face work. Establish a morning routine, eat breakfast, maintain personal hygiene and dress for work.

Take Breaks

- Once you get into the work groove, it is easy to lose track of time.
- Take breaks every hour or so for at least 5 minutes. Get up, stretch your legs, and take a mental break. You will come back refreshed and renewed.

- Lunch breaks should also be used. “The human brain needs time to rest and rebuild periodically through the day.”

Plan

- Create a to-do list to keep you on track. It doesn’t have to be an extensive to-do list, maybe just 3 things to accomplish or work on each day.
- Practice good time management – if you need additional help with time management check out the courses available on [CareerTech Master Educator](#).

Communicate

- Remember your ABCs: Always Be Communicating.
- Make use of email, text messaging, instant messaging, voice calls, conference calls, and teleconferencing to establish good communication habits and have clear expectations including who is responsible for what.
- Try to stay in touch with colleagues – professionally and personally. Maybe have dedicated meetings to just be social and get to know one another.

Trust

- Telecommuting requires trust and loyalty. Keep your word, ask for help when you need it, and continue to have high standards in work quality.

Family Expectations

- Many of us have children and spouses at home with us during our work time and/or may have children or spouses who don’t understand that we are still working. Gently remind them that work hours are for work and that personal tasks can be completed during breaks or after work hours.
- Special note to those with children at home:
 - Under normal circumstances, remote workers would have childcare and/or school for their children. However, we are not under normal circumstances right now. Everyone understands that you are caring for young children and homeschooling school-age children. Don’t be too hard on yourself and try your best.

Physical Health

- Remember to follow good work habits and health practices. This includes being mindful of ergonomics.
- Take walks, drink water, spend time outside.
- Check out the, [Working from Home Stretching/Exercise Plan](#) available on the MNTC COVID-10 Teleworking Resources and Updates page.

Mental Health

- Remember your mental health too. Telecommuters are prone to feeling lonely.
- The Moore Norman Way emphasizes open and honest communication, so talk with your supervisor, or a trusted co-worker, if you are experiencing any difficulty.
- MNTC also provides cost-free counseling services through our Employee Assistance Plan (EAP) – more information about this is available on the [COVID-19 Teleworking Resources and Updates](#) page under the Employee Assistance Program heading or by contacting Human Resources.

Resources:

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<https://www.tablet2cases.com/pages/telecommuting-guide>. Accessed 6 April, 2020