

# Best Practices for Working Remotely

## ✓ Maintain a Routine

Maintain your office hours established between you and your leader and keep your lunch. While you no longer have a commute, wake up early enough to establish your day. Do not roll out of bed and go straight to the 'office.'

## ✓ Be Patient

Be Patient with change, technology and distractions. This is not a normal remote work set up. Be honest with your supervisor about your at home situation and about any additional needs you may have so that we can best support you both personally and professionally.

## ✓ Get Organized

If possible, set up a dedicated space in your home for your new office. It will make you more productive and allow you a greater sense of stability through this time.

## ✓ Assume Positive Intent

With a decrease in face to face communication and an increase in general stressors be careful to not make ill assumptions about coworker or supervisor interactions. Always start from a place of good intentions.

## ✓ Stay Connected

Maintain a connection with your co-workers through email, IM and video calling. Be sure to schedule some virtual face time, but limit it to pairs in order to conserve resources.

## ✓ Check Your Pulse

This time comes with additional stressors. If your social-emotional welfare is being affected by this transition please reach out to your supervisor, HRBP or our Employee Assistance Program (EAP).

## ✓ Stay Healthy

Take your breaks and lunch away from your computer, routinely get up to stretch, eat healthy snacks, and continue to track your healthy habits with VirginPulse.

## ✓ Mindful of Deadlines

We are still supporting our customers both internal and external. Continue to ensure that you are doing your best to meet goals and deadlines. Keep up communication with your supervisor regarding ongoing projects.

## ✓ Develop Professionally

This is an odd time and the work flow may seem off or slow. Use this time to your advantage and complete one of the online learning courses available in Ultipro Learning.

## ✓ Disconnect

At the end of the business day plan out your workflow for tomorrow and then be sure to 'close the door' on the office. It is helpful to have a mental trigger that will effectively set your brain for non-work time. You can do some simple breathing exercises or take a short walk.

