

## BEST PRACTICES FOR WORKING REMOTELY

- Become familiar with ZOOM video conference, and Microsoft TEAMS messaging.
- Make sure you are responsive.
- Set up your notifications on your TEAMS chats and channels.
- When doing video conference, make sure you have a professional background, ie. Don't be in your bed with your pillows in the background and dog in your lap.
- Dress professionally for video conference; PJs are not allowed. You are still working.
- Eliminate distractions. Don't have the TV or music blaring. Try to have a workspace that is off limits to others that are sharing your home.
- Keep up with your calendar and be on time to meetings. Join Zoom early in case you have technical issues.
- Check the audio and lighting of your workspace well before you join a video call. Test your microphone and video camera with your teammates. Make sure you aren't covered in shadows where no one can see you and try not to have a distracting background.
- Be aware that working from a laptop is a bit challenging if you are accustomed to two monitors.
- Have a comfortable chair and follow good ergonomic practices. Get up and walk and practice good posture.
- Do schedule normal lunches and breaks; don't end up sitting for 8 hours.
- Do keep your normal business hours and make sure you are online and available.
- Update your status on TEAMS if you are away with a message of when you will be back.
  - Example: Out to lunch- be back at 2:00.
  - Example: Away from my desk. I'll be back at 1:30.
- Use your out of office message on TEAMS and Outlook if you are truly off work that day.
- COMMUNICATE! When there is silence, people make their own assumptions as to whether you are working. Right or wrong, perception can feel like reality, so don't put yourself in that situation; communicate with your team.
- Keep all projects on task. Working from home can be productive, but know that working remotely will NOT be a viable excuse for not getting work done.
- For your home office, select a location close to your wireless router for a good connection.
- TEST your equipment, especially if you have never used it or haven't used it recently. Don't assume it works.
- Test your internet connection.
- Do stop at the end of your working day. Keep your work life balance.
- Stay in touch with your supervisor and your teammates!

### ATTENTION:

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<https://ocm.auburn.edu/news/coronavirus/>