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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