

WORK FROM HOME CHECKLIST

Working from home successfully requires a new set of tools for organizations. We recognize this can be a difficult transition, so to help you, we've prepared a list of our best practices for remote work. This checklist will help you and your teams stay productive and connected while apart.

1. ENSURE YOU HAVE YOUR EQUIPMENT AND REFERENCE MATERIALS

- Computer, additional screen, keyboard, mouse, headset.
- In addition to your technology equipment, don't forget other reference materials you may need such as physical notes, brochures, or reference books.

2. DESIGNATE A SPACE FOR WORKING

- Find a space with minimal distractions. An office with a desk is ideal, but any table or hard surface will work. Avoid sitting on your bed or floor.

3. APPEARANCE

- Be as presentable on camera as you would be in the office.

4. WORKING HOURS & AVAILABILITY

- Working hours should mirror your regular office hours. Having clear guidelines helps many remote workers maintain a work-life balance.

5. BREAKS AND LUNCHES

- Schedule breaks and lunches as you would in the office. Be sure to take a minimum of 30 minutes for lunch, and clock out as applicable. Be sure to follow your state's guidelines.
- Coordinate with your team so that multiple individuals aren't on lunch/break at the same time.

6. COMMUNICATION

- When working from home, communication is key. Use your team's chosen platforms, whether that be email, phone, Skype, or another system.
- Don't assume people are always available, even if their status says they are. Take initiative to schedule time on their calendar to connect, even if it's for 15 minutes.

7. MEETINGS & VIDEOS

- To stay engaged, turn on your webcam when you're in a meeting or conference. Being able to see your colleagues' faces and body language will help you feel more focused and connected.
- Be on time for all scheduled meetings, and sign in early if you are the organizer.
- Be cognizant of others' schedules and avoid back-to-back meetings for any participant.

8. PRODUCTIVITY

- Remember that you are expected to maintain the same level of productivity and collaboration when working remotely as you are when working in the office. If you find your focus lagging, change up your routine.

For more support on working from home, contact Candace Dowling, ReSource Pro Talent Acquisition and Engagement Manager, at candace_dowling@resourcepro.com or visit us at resourcepro.com/wfh.