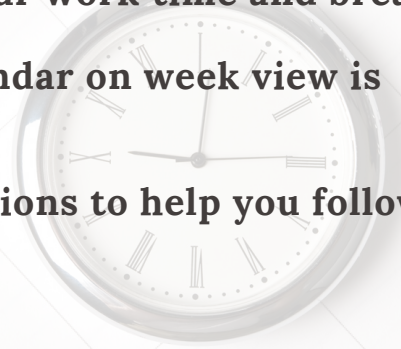# TIPS FOR REMOTE WORK

FIND THE RIGHT TOOLS

Choose the right tools so your team can communicate and collaborate.

CREATE A WORK SCHEDULE

- Schedule your work time and breaks.
-
- Google Calendar on week view is helpful.
- Set notifications to help you follow the schedule.

CHECK IN WITH YOUR TEAM

- Communicate frequently with your teams using your communication tool.
- Call them on the phone and via video.
- Check in on team members to see how they are adjusting to the changes.

SET TIMERS/ TAKE BREAKS

- We have lots of tools to set timers. Use your phone, Alexa, Google, etc. to set a timer and give your self a break.
- Schedule time for exercise. Walks or runs outdoors can help reduce stress and feelings of isolation.

TIPS FOR FAMILIES DOING REMOTE WORK

DESIGNATE A SPACE

- Choose a location with good lighting, seating and an adequate amount of work space.
- Do the same for children for online learning
- Gather supplies that they might need for daily assignments.

CREATE A CALENDAR

- Set up a daily calendar from wake up to bedtime to be used as a guide to the daily routine.
- Post the schedule. Share on devices.
- Align the work schedule as much as possible.

BATCH WORK WITH KIDS HOME

Use kids' nap time, work time or device time to perform tasks that require quiet or more brain power, Save checking your email or rote tasks for time while the kids still may pop in to ask questions or need some supervision or attention.

TAKE BREAKS

It is very easy to go down rabbit holes when working remotely. Our teams members recommend setting timers. Whether it be 20/5 50/10 or 30/5, find a work/break routine that works for you. Set a time for the break to check personal email, social media,check in on kids, etc.