

Best Practices for Working Remotely

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Ideas for Organizations

- Provide networking opportunities for remote and in office employees
- Provide professional development and career growth opportunities
- Have a WFH policy
- Be fair and consistent about applying the policy

Ideas for Managers

- Schedule regular interactions
- Ensure you are including remote workers in meetings
- Set clear expectations and deadlines for all employees
- Hold people accountable – just like they were in the office down the hall
- Hold professional development and career conversations with employees at least quarterly

Ideas for Individuals

- Set up a dedicated workspace
- Create a workday schedule for yourself, so you have some routine
- Create boundaries around your workday and personal time
- Ensure adequate technology and backup systems
 - Internet
 - Backup systems
 - Power protections
 - Printers, supplies
 - Technologies
- Create “work from home” rules for family members and friends
- Get “dressed” for work each day
- Ensure you have clear expectations and deadlines
- Make time for social interactions
 - Online meetings
 - At the office
 - Lunches, happy hours, networking opportunities
- Be proactive in reaching out to colleagues, be present and visible
- Seek support of your professional development needs
- Be spontaneous in your interactions with colleagues when possible
- Take regular breaks to recharge
 - “Move like a pro challenge”
- Focus on your wellness

Support Connectivity with Colleagues

- Acknowledge and recognize colleagues
- Keep your camera on during meetings
- Schedule 15 minute virtual “coffee breaks” or lunches with colleagues
- Don’t be a passive conversationalist. Make an effort to connect with your colleagues by asking probing, meaningful questions that get beyond simple answers
- If you are feeling lonely or disconnected, call someone. Reach out and ask for help