

Tips for Working from Home

Maintaining Regular Hours & Presence

- When working from home, try and establish an area that is as free from distractions as much as possible.
- Regular 5 minute breaks. Take a couple of minutes from time to time to get up from your chair and stretch.
- If you have a conference call or meeting, be on time and participate
- It may sound silly, but dress like you are going to work. To maintain the proper mindset, dress appropriately and wear shoes that you would wear to work. You wear slippers when you want to relax.

Conference Calls

- The Mute Button is your friend – if on a call, mute your phone so it cuts down on the background noise for everyone.
- Shut of ringers for mobile phones – if on a conference call, shut off the ringer on your mobile phone to decrease distractions
- When connecting through Zoom or WEBEX, dial in on your landline phone and do not use your pc to dial in. Your home WIFI is shared bandwidth anyone else on the WIFI will impact performance.

Use UC1 Chat

- If you want to have an internal call, you can use the UC1 chat feature to see if someone is available – send them a note first.
- Use the UC1 Chat to change your status to “Available” or “In a Meeting”. This will let people know your status.

Calendar in Outlook

- Use the Calendar in Outlook to arrange your day. If you keep your calendar updated, people can see when you are or are not available.
- If you are working on a contract or other document that requires some undivided attention, block some time on your Calendar in Outlook.

MANAGEMENT TEAM – Schedule more frequent check in meetings with your team – shorter meetings for 10 to 15 minutes to checkpoint things and keep people connected