Tips on Working Remotely

By
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More and more companies are seeing the benefits to providing work from home options to their employees. Here are six tips on making the most out of working from home:

1. Get a Routine Going

Just like you would at an office job, make sure you have an efficient and polished routine. Wake up at the same time every single day, get dressed, and get ready as if you were going into a workplace. Of course, technically you could work in your pajamas, but we advise against it. There is something about getting dressed (even if you aren't leaving your home) that sets a positive mood for the day.

2. Find a Work space

Make sure you have a quiet, well lit room in your home for you to utilize as an office space. It can be your dining room, a spare bedroom, anywhere that you feel you can stay focused. Be sure to keep your space neat and orderly, so you can seamlessly get through your work without feeling disorganized. Also, be sure to get/use a chair with proper lumbar support so you don't strain your neck and back while working. As far as internet goes, make sure that you have the fastest internet connection that your service provides, and always have a backup connection like a cell phone hot spot in case of emergencies.

3. Check In

Working remotely is a great way to get a lot done with little distractions, but you also have to check in more than you would normally in an office setting. Make sure your superior is well aware of the work you are doing/getting done, and always over-communicate.

4. Be Aware of the Downsides

While working from home is great for productivity when exercised correctly, there is always the possibility that your workday can be thrown severely off track. Temptation can lurk around every corner, like the temptation to do a load of laundry, turn on the television, or worse, snack when you aren't hungry. There are lots of distractions that make it a challenge to get through a day of work.

The avoid this, make sure your day is organized with a physical checklist from top to bottom, so you can glance at it before you step away from your desk. This provides a sense of urgency to get things done, so there is less time to waste. Also, keep your fridge stocked with healthy snacks. Sugary candy and salty chips won't do you any favors, and won't fuel a successful work day. Also, try and keep your work space as far away from the television as you can, if at all possible.

5. Federal and State Labor Law Posters

Employees who work from home will also need access to your company's state and federal labor law posters. The easiest way to ensure all telecommuters have access to the relevant federal and state workplace posters is to post them on your organization's intranet as well as in your physical facilities. Send your telecommuters reminders and links to the Intranet site when they start telecommuting and whenever the posters are updated. If your organization does not have a place on its intranet for posters, then periodically e-mail, mail or fax the posters directly to your telecommuters, as well as whenever you update the posters.

6. Workers' Comp

 Check your Workers' Comp policies for "course and scope of employment" and "traveling employee" provisions to determine if remote employees who are injured during "the course of employment" away from the office and at home are covered by your policy.

I hope you find these six tips helpful when determining if remote workers makes sense for your office.

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