

Employee Best Practices for Work-from-Home

Enjoy the time and cost savings of a traditional commute and achieve a better balance of work and home life by taking advantage of your employer's Work-from-Home program.

These best practices can help you make the most of working from home.

- Create a dedicated, safe workspace at home. It should be quiet, and if possible, separate from the rest of your living space to help minimize distractions.
- Commit to a schedule with your employer and stick to it. Let coworkers know that you are available during those hours just as if you were in the office.
- Have a plan of action. Know what you are going to work on each day that you work from home so that you can prepare and have all your needed files, documents and tools with you.
- Make sure to take your usual breaks throughout the day for lunch and exercise. Breaks will help you maintain a schedule and help you focus more on your work.
- Share your schedule and plans with family members who may also be at home. Letting them know when you'll be on calls or video conferences can help limit the interruptions you have throughout the day.
- Get up, get dressed and get ready for the day like you would if you were in the office. You never know when you'll have a surprise video conference call or interview.
- Stay connected. Plan scheduled check-ins with your supervisor and stay in touch with coworkers.
- Always be prepared to head into the office or to an off-site location. There will be some days where working from home becomes impossible. Whether it's a faulty internet connection, documents left sitting on your desk, or a last-minute meeting with a customer, you may be called into the office or need to relocate your home office.
- Don't let your work life blend into your home life. Keep to a work schedule and enjoy your family time.
- Decide how you will measure your own performance. Be aware of how much you are getting done and the quality of your work. Make changes to your workspace and schedule if you need to.
- Don't mix work and personal email, phone calls, or computer activity.



511 CCTA provides these free employer resources to assist businesses exploring flexible work options for their employees. Employers should review the legal, financial and personnel issues associated with Work-from-Home and flexible schedules with professionals equipped to understand their specific business needs.