Quick tips for working remotely

- Identify what needs to get done every day and prioritize the most important and time-sensitive tasks.
- Use the cloud to save important documents by uploading to a cloud storage service such as Google Drive. You can log in from anywhere and have files accessible at any time.
- If possible, create a pleasant workspace by selecting a comfortable chair and making an environment that is functional and allows you to focus.
- Maintain normal routines that encourage productivity each day. This includes getting dressed, taking a break to step outside, and maintaining a regular schedule for eating meals/snacks.
- Create an agreement or a way to notify other household members when you are on a video conference or otherwise shouldn’t be disturbed.
- Be clear about your working hours. It may be easy to just keep plugging away at your desk, but setting boundaries on work hours helps to prevent burnout.
- Use technology like Zoom, email, and chat functions to connect with co-workers throughout the day.
- If you work in a noisy environment, consider using a noise-cancelling headset with a mute button.
- Check in with your co-workers and manager during the day. Similar to the office walk-by, maintaining a personal connection across the team helps to keep strong engagement for all.
- Review these NYU IT Services for Telecommuting to learn about technologies for NYU employees that are either mandatory or
recommended when telecommuting, including security, file sharing, and conferencing services.

**Tips from Flex Strategy Group, a management consulting firm specializing in flexible work cultures:**

1. **Partner with your manager.**

   Good managers want to keep good people and are typically open to problem-solving, especially if you present a plan of action. As soon as possible, start the conversation and approach your boss with a plan for how you expect to do your job and take care of your personal responsibilities. For example, if your child’s school reopens with students onsite alternating days or weeks, then explain how and when you’ll get your work done during the days that kids are at school and at home.

   Then keep talking. Keep problem-solving. If there’s one thing we know for sure about the pandemic, circumstances will change, as will your caregiving realities. Keep recalibrating how, when, and where you are able to work and manage those realities accordingly.

2. **Be as intentional as possible about your work and personal priorities.**

   Plan as much as you can and coordinate responsibilities with others. Don’t try to do it all yourself.

   Keep a combined calendar that includes both work and personal priorities scheduled. Be as granular as you need to be to ensure a scheduled priority happens. Include work, child care, family, and self-care. Even if it’s a scheduled 15-minute walk around the block, it makes a difference. When you write it down, it’s more likely to happen,

   Think about with whom you need to coordinate at work and home. If you have a partner, commit to the responsibilities you will share. Who’s in charge
of remote learning and when? Who’s using the computer and quieter home office space at what time? Who’s working what “shift”? If you are part of a team, let them know how and when you will be working, and try to understand their preferred schedule. Are there other working parents whom you trust and feel are acting responsibly? Could you coordinate hiring a high school or college student to provide remote learning support or afterschool care?

Don’t beat yourself up and DO give yourself a break if everything doesn’t happen exactly as planned. Remember, accomplishing 70 or even 60 percent of what you planned is a win right now.

3. **Seek a realistic work+life “fit”, not “balance.”**

There is no such thing as work-life balance. Instead, focus on finding your unique work+life fit – determine how your work and life fit together in a way that works for you, your family, and your job. There is no one right answer. And, as we’ve learned the last few months, that fit will always change. Work+life fit is a more realistic approach to managing our work and lives because we can continually adjust and recalibrate.

5. **Expect and forgive imperfect workspaces and background activity.**

Typically, when working remotely, an employee will want to have a quiet workspace with walls and a door. Background activities and distractions should be limited as much as possible, but that might not be possible during this crisis remote work period.

*It's okay to acknowledge what's happening around you in your remote work environment.* During this crisis response, everyone will understand. This will be especially important if local schools close and children are home.