

Telecommuting Resource Sheet

2020 was a year of life-changes and transition prompts that probably need reassessment -- it's never too late to try a new routine! According to [UpWork](#), nearly 57% of Americans are working remotely right now. TMASF Connects has researched telecommuting tips and considerations that should help create a remote work existence that is as productive as possible.



DETERMINE AN APPROPRIATE WORKSPACE



If you haven't already, create and maintain or reassess your current remote workspace. Determine where you are most productive, creating a boundary between home life and work. This space should offer silence, privacy, and a refuge from distractions. Avoid the bad habits of remote work. Keep yourself as free as possible from distractions that wouldn't have occupied you if you were in the office. Keep your area clean, organized and well lighted.

Don't neglect video conferencing etiquette! Keep a stable internet connection, appropriate lighting, and a clean setting. If it's really not possible, try using a virtual background.

Source Cite: Lifewire



TIME MANAGEMENT

Devise a schedule to manage your time. Keep a calendar, track meetings and appointments. Productivity apps can help you manage time effectively. Remote work can allow for offers a degree of flexibility. Harness your flexibility and make it work for you!

Source Cite: Krisp



STAY CONNECTED



Now more than ever, people may be feeling isolated and lonely. Check in and stay connected with your colleagues through collaboration apps like [Slack](#) and Microsoft Teams. Join online communities both professional and social and possibly pick up a new skill or two! [Webinars](#) are especially abundant at the moment and offer the best of both worlds, allowing you to learn a new skill and network at the same time!

[Source Cite: The Muse](#)



SELF-MOTIVATION

Work-life boundaries blur. Working remotely could actually allow us additional time in our day to nurture our health and well-being. Creating a meal plan to [boost health](#), or take adequate breaks to stretch and work out at home, try to reward yourself each day as you move toward your goals.

Create and keep a consistent routine to keep yourself focused, and don't forget to sign off after hours and get enough sleep!

[Source Cite: halfhalftravel](#)

