Work from Home Tips for Employees

1. Set a daily schedule and keep your work calendar up-to-date for your team.

A key benefit for working from home is the ability to get your project work done on your own time, at your own pace. But now, with everyone connected to platforms like Slack and Zoom, you can maintain a regular work schedule, keep up with team meetings, and still fit in time for the number one reason global employees choose to work remotely -- productivity and focus.

An important part of being a part of a hybrid team is scheduling your time and focusing on your calendar. When you're implementing your schedule, it's best to look at the time blocks available to you on a given work day. Use some of these time blocks to get your deep focus work done (e.g., coding, writing, preparing client briefs), and other time blocks for client emails, social media, and more.

Being at work means being fully present and focused on your available hours, your project deadlines, and not letting distractions upset your work day.

2. Get dressed.

One of the key factors in being productive in a remote job is the importance of treating your work from home experience almost as a normal day at the office. This means getting dressed in typical workday clothes and being ready for work at the appointed time.

Some individuals might shower every morning before starting work at home. For others, this might not be as important. But, many work-from-home experts suggest getting dressed, being alert, and signing on in a timely manner for your work from home day. The old stereotype of rolling out of bed and into your desk chair in your PJs can certainly happen occasionally, but for those who work fully remote, a regular daily schedule can help boost productivity.

It's all about being refreshed daily. Treating the work from home as a regular workday keeps you rhythmically ready for work each day. And it helps keep you in a consistent work routine. This is important for work-from-home employees.

3. Have a dedicated, distraction-free workspace.

Much of today's remote work involves the use of desktop PC or laptop, along with communication tools, the ability for video conferences and more (more on that below). And if you want to maintain a clear head about your work, the ideal home office space is a dedicated area of your home to work.

This area could be a side corner in your apartment or a separate room in your house. Make a distinction that it's a workspace and set limitations and boundaries on it. This can be especially important if you have young children or roommates at home.

They need to know that you're in the workspace and that you require quiet time for the activities you're doing there. On top of having a dedicated space for remote work, make sure you keep the work area clean. A clean, optimized work area helps clear your space and your mind so you can focus on the tasks at hand.

4. **Use the best audio-visual technology to enhance meetings and improve your participation**.

Using the best audio-visual technology makes communication even easier for remote workers and it's crucial to success as a freelancer or remote worker. Having sight and sound connection with your team, manager, or client is necessary for your work-at-home success and keeps participants engaged in the meeting.

To work from home successfully, you'll want the best video conferencing programs at your fingertips. Research shows that video conferencing is 30% better for communication than audio-only setups. The Meeting Owl is a 360° smart video conferencing camera that enables remote workers to be a part of the conversation.

Remote employees can get a snapshot of the entire team to gauge the interest and involvement of the group. Employees who work remotely can combine the Meeting Owl with Slack, Google Suite, Zoom, and other communication tools to ensure that they are no less involved than in-office teammates.

5. **Compliance with Policies**

All remote employees must continue to follow company policies as they would under office working conditions. e.g.

- Standard working hours.
- Social media.
- Confidentiality.
- Data protection.
- Employee Code of Conduct.

6. **Equipment**

All equipment provided is company property. Employees must keep it safe and avoid any misuse. Specifically, employees must:

- Keep their equipment password protected.
- Store equipment in a safe and clean space when not in use.
- Follow all data encryption, protection standards and settings.
- Refrain from downloading suspicious, unauthorized or illegal software.

HR will discuss insurance needs with employees. Employees may have to take up homeowner's insurance to cover the cost of company equipment. HR may reimburse a portion of the coverage when applicable.