

Employee Do's and Don'ts for Teleworking



DO:

- Have a dedicated workspace or workstation at home.
- Have a “start the work day” ritual, such as taking a walk around the block, to signify the beginning of your work day.
- Stick to the same schedule on teleworking days as in-office days.
- Take breaks throughout the day.
- Keep your work organized so you don't have traces of paper everywhere at home.
- Plan the work for your teleworking day several days in advance.
- Determine how many and what sort of interruptions are acceptable.
- Call the office and keep in touch on a regular basis.
- Stick to all deadlines.
- Maintain or increase your level of performance.
- Find and use tools to help with productivity.
- Take teleworking very seriously.
- Attend all departmental and group meetings.
- Keep your boss informed of the progress you're making.
- Have some end of workday ritual such as a walk around the block.
- Communicate telework issues or challenges early. Don't let things go.

DON'T:

- Sit in bed or on the couch in the living room to do your work.
- Procrastinate or fall into bad work habits at home.
- Change your work schedule every time you telework.
- Let the radio or T.V. distract you or impair your professional image.
- Work at home if you have an infant, a toddler, or an elderly person who requires constant care and attention.
- Take work home that requires group decisions or constant input from co-workers.
- Sleep late on teleworking days.
- Stay in your pajamas all day.
- Run errands for others just because you're at home.

If telework is not working for you, talk to your supervisor. See if you can find ways of solving the problem, but don't be afraid to terminate the telework agreement. Telework isn't for everyone.