

HELPFUL TIPS

FOR WORKING REMOTELY

When working remotely, it is essential to develop a working plan with your team so everyone is clear about the expectations. The tips below will help you to make working remotely successful.



A Picture is Worth a Thousand Words

Video conferencing gives you the chance to use your communication skills. Your gestures and tone allow for a more engaged conversation. Free video conferencing tools include [Zoom](#), [Skype](#), and [Google Hangouts](#).



Be Your Best Remote-Self

Dress like the working professional you are. When you participate in video conference calls, be mindful of your body language and facial expressions. Remember, the camera is on! Conduct yourself with the same decorum as you would in a face-to-face meeting.



Make the Mute Button Your Best Friend

Some background noise is inevitable in our homes. The best way to keep sounds from distracting others on a call is by muting your phone when you are not talking.



Punctuality is Still a Virtue

Check your equipment and software in advance of remote meetings. The virtual workplace is new to many of us, so do a dry-run to ensure that you are ready to go when the meeting starts.



Create Your Own Space and Be Present

Establish a remote workspace and schedule. Check in with your team regularly. And when you engage with colleagues, be fully present, prepared, and contribute to the discussion.



Take Breaks

Without in-person social interaction, it's easy for hours to pass without taking breaks. Remember to stretch or take a walk or schedule virtual coffee chats with team members.



Establish Boundaries

Share your work schedule and expectations with your family. Consider placing a sign on your door to let your family know that you are not available.



Stay Connected Online

Working remotely can be isolating. Join a professional Facebook group like the [NYSCSH School Medical Directors](#), [School Nurse](#) or [Health Educators Groups](#).