Working Virtually
Tips for Success

Set up Your “Virtual Office”

- **Create a Space for Work:** Designate a workspace for quiet and privacy while doing work.
- **Ensure Security and Privacy:** Find a place where your equipment and materials can remain undisturbed, even if you shift locations during the day. Remember always protect patient privacy.
- **Get the Equipment and Software You Need:** Work with your leader to determine which tools and resources you need.

Adopt a “Go To Work” Mindset

- **Set a Schedule and Routine:** Establish a routine just as you would if you had to leave for a brick-and-mortar office. Structure your day as if you would in the office.
- **Get Dressed:** Dressing for work gets you mentally ready and allows you to take video calls on a moment's notice.
- **Reframe and Maintain Your Commute:** Consider replacing your morning commute with a walk around the block – one direction in the morning and a different direction in the evening.
- **Take Regular Breaks:** Just like the office, proactively take breaks every hour to avoid burnout.

Communicate, Communicate and Over-communicate

- **Communicate More Often:** Connect frequently with your colleagues and leader. Leverage Jabber, email and video conferencing tools.
- **Clarify Expectations:** Discuss working hours, availability, goals and other expectations with your leader.
- **Emotionally Proofread your Written Communication:** Warmth and tone is lost in emails, text and other written communication.
- **Practice HALT:** Nothing good happens when you are Hungry, Angry, Lonely or Tired and you have a keyboard. Stop typing and start talking.

Remember, We Are Figuring This Out Together

Working virtually is new to most people and will feel awkward and stressful. We can get through this together by practicing patience, flexibility and grace. This will help us succeed together.

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