The COVID-19 pandemic has altered our normal workplace. The Office of Human Resource Management (HRM) understands that working remotely is new to most employees; therefore, we have some suggestions that may be beneficial to you while adjusting to working from home (WFH).

1. Get **Dressed for Work**
   You do not need to dress as formal as you would when going into the office, but simply changing your clothes serves as a signal that it is time to wake up and begin working. Besides, just because you are working from home does not mean that no one from work will see you. As you know, video meetings are already occurring, as they serve as an effective alternative to physical, in-person meetings.

2. Designate a **Workspace** or **Home Office**
   Separating work and home life is important during this time. For some, this may be difficult or near impossible due to space at home. Remember, your workspace does not have to be its own separate room, but it should feel as separate as possible.

3. Maintain Clearly Defined **Working Hours** and a **Schedule**
   The biggest difference between WFH and working in an office is that you are solely in charge of your work environment. We advise you keep the same working hours as you would in the office and work when you are most effective and efficient. We understand that WFH brings a different atmosphere, as you may be working with someone new or working with your children nearby. Therefore, we suggest establishing boundaries during the workday and creating a schedule. Best practices show that keeping “three lists of three” is helpful in creating your schedule. The first list has three things you will do today. The second list three things you’d like to get done but aren’t essential to your day. The third list has three things that need to be done at some point while you WFH.

4. Build **Transitions**
   Commuting to work has become a part of most of our workdays. Just because we are no longer traveling to work on a daily basis, does not mean you should eliminate those routines that helped you ease into the workday. These routines could include listening to the news or music, working out before work or on your lunch break (at home now), or even spending time with your pet or loved one throughout the day. These transitions also apply at the end of the workday. You should shut down your work station and give your body and brain time to rest and reset.

5. Eliminate **Distractions**
   Distractions are one of the biggest challenges when WFH. Taking a few breaks while in the office was normal and should be while you are at home too. Take a walk, eat a meal, but be sure to use this time wisely. Breaks are good for your body and mind, but you do not want to get too immersed in them and forget that you are technically at work.
6. **Communication** is Still Key
   The key to navigating clearly through this time is communication. Check-in with your manager and direct reports as much as you find fit for the work that you do. Set expectations for your team, and if problems arise, think about altering those expectations. We suggest checking in with your team regularly to ensure those expectations are still being met.

7. **Socialize** Safely
   Casual social interactions may not happen as often as normal while we WFH. Combat this by talking with your co-workers through e-mails, texts, telephone calls, Zoom meetings, or Microsoft Teams. Just remember what is said through Zoom, Microsoft Teams, text or e-mail is still subject to public records requests, even though we are WFH.