

8 EFFECTIVE TIPS FOR WORKING REMOTELY



JNA is encouraging our team members to work remotely depending on the following:

- The nature of your work allows;
- Prior approval from your manager.

1. KNOW YOUR TOOLS



Avoid frustration & maintain productivity by testing technology & accessing files remotely before you need it. Consider forwarding your calls & learn to access voicemail remotely.

2. SET YOUR SPACE



Find a comfortable, quiet spot where you can focus & maintain an ergonomically-sound work environment.

3. STRUCTURE YOUR DAY



As appropriate, keep your same work hours & structure your day like you were going in to the office. It's important to maintain boundaries around hours. Plan for meal breaks just like you would in the office.

4. COMMUNICATE!



You won't "see" everyone in the hallways, but it's very important to stay connected with your coworkers & customers. Use all of your tools to stay connected – MS Teams, phone calls & emails are just a few.

5. BE PROACTIVE WITH YOUR MANAGER



Keep your manager up to speed on your accomplishments, struggles & areas in which you need assistance. Plan to provide regular & frequent status reports as appropriate.

6. AVOID DISTRACTIONS



Plan your work space & schedule to minimize distractions. Limit interactions with family members, friends, & pets to break periods or after your work day ends.

7. KEEP HEALTHY



Make sure you periodically stretch, walk around, & frequently look away from your screen. Use your calendar if you need a reminder!

8. ADHERE TO POLICIES



While you are working remotely, you are still "at work," so be sure to follow JNA's policies including downloading apps & visiting websites on work computers.