

TIPS FOR SUCCESSFUL TELEWORK/ REMOTE WORK

Tips for Successful Telework/Remote Work

When implemented successfully, telework/remote work benefits the business, teams and individuals. Successful telework/remote work requires drawing on strong time-management and organizational skills and being intentional about communicating and maintaining relationships.

Is Telework/Remote Work Right for You?

Employees who adapt best to telework or remote work have an independent, effective work style and are engaged in the type of work that can be completed off-site, often with minimal in-person interaction with the on-site office. Employees well suited for telework/remote work exhibit work characteristics such as:

- ✓ Excellent organizational, time-management and planning skills;
- ✓ Self-motivation;
- ✓ Ability to work independently;
- ✓ Ability to set priorities and meet deadlines;
- ✓ Minimum requirement of social interaction during traditional work hours; and
- ✓ High degree of autonomy.

Consider your work style and personal characteristics.

- ✓ Do you function well with limited or no supervision?
- ✓ Do you consistently accomplish work assignments and meet deadlines without constant supervision?
- ✓ Can you be focused and disciplined no matter where you're working?
- ✓ Do you have strong organizational, time-management and planning skills?
- ✓ Working from home can feel isolating — will that be a problem for you?

Consider your job requirements before requesting a telework or remote work arrangement.

- ✓ Examine whether your work truly can be done at a location other than a company office location.
- ✓ Think about whether you can provide others with the information they need if you are working outside your office.
- ✓ Consider the effect of your teleworking on your customers/clients, colleagues and manager(s).
- ✓ Assess your technological capabilities at home — do you have the equipment you need to be efficient and productive?

If working off-site may have negative consequences for you, your colleagues, your customers/clients or the business, you may want to reconsider teleworking.

Ensuring Success

Plan to work off-site effectively.

- ✓ Establish boundaries if you are working from home — make a clear distinction between work space and home space, as well as work time and non-work time.
- ✓ Do not use flexibility as a substitute for child care or elder care — although working from home is often helpful in managing work and personal/family responsibilities, it is very difficult to focus on work while simultaneously caring for a dependent.
- ✓ Plan ahead — if you will be working from home, be sure that you have access to all the necessary documents and materials you will need.

Focus on performance and results.

- ✓ Demonstrate your continued attention and dedication to results and meeting or exceeding expectations.
- ✓ Establish clear objectives and expectations with your manager(s) and make sure that your accomplishments, outcomes and deliverables are visible to managers and co-workers, as appropriate. Avoid being “out of sight and out of mind” — teleworking may require more frequently scheduled check-ins with your manager.
- ✓ Consider the needs of the business and your team when working from an alternative location.
- ✓ Be flexible. Remember that the demands of the business may occasionally make it necessary to be in the office at times you might otherwise be working off-site.
- ✓ Be proactive. Communicate project status, potential issues and next steps to appropriate stakeholders (manager, co-worker, customer/client, etc.).
- ✓ Invite and encourage feedback from co-workers and your manager(s). Be open to feedback — both positive and negative — as to how your telework/remote work arrangement affects your work and the people with whom you interact.

Be accessible and responsive.

- ✓ Use appropriate technology (i.e., conference calls, e-mail, instant messenger) to stay connected with your manager(s), co-workers and customers/clients.
- ✓ Communicate with your co-workers and customers/clients, as appropriate, about where you will be working and the best method of contacting you.
- ✓ Check e-mail and voice mail on a regular basis.
- ✓ If you expect that someone may need to speak with you immediately, leave a number where you can be reached on your outgoing voice mail.
- ✓ Investigate the possibility of forwarding your calls from your office to an alternative phone number (i.e., home phone or cell phone).
- ✓ Indicate your accessibility when signing in to instant messenger if you and your team use that technology.

CORPORATE VOICES FOR WORKING FAMILIES

Corporate Voices for Working Families is the leading national business membership organization representing the private sector on public and corporate policy issues involving working families. A nonprofit, nonpartisan organization, we improve the lives of working families by developing and advancing innovative policies that reflect collaboration among the private sector, government and other stakeholders.

To create bipartisan support for issues affecting working families, we facilitate research in areas spotlighting the intersecting interests of business, community and families: workforce readiness, family economic stability, flexibility in the workplace, and work and family balance.

Collectively our 50 partner companies, with annual net revenues of more than \$1 trillion, employ more than 4 million individuals throughout all 50 states.

Our Web site: www.corporatevoices.org

Our blog: www.corporatevoices.wordpress.com

Follow us on Twitter: @corporatevoices

Our address: 1020 19th Street NW, Suite 750
Washington, DC 20036

Our phone: 202-467-8130

Our fax: 202-467-8140

WFD CONSULTING

WFD Consulting partners with its clients to create inspiring work environments where organizations succeed and employees thrive. Their research, consulting and implementation services help clients build a competitive employee value proposition and mobilize the full richness, diversity and potential of their employees, resulting in a more resilient, productive and engaged workforce. For over 25 years, WFD Consulting has been dedicated to improving business outcomes and improving the lives of working families through collaboration, innovation and a commitment to action.

Our Web site: www.wfd.com

