UC San Diego
HUMAN RESOURCES

Making Working Remotely Work for You:

Set Boundaries

✓ Let others who may be at home with you know when you are available and when you are not, just as you would in the office. Same goes for phone calls and messages.

✓ Plan for caring for those who need you, children, parents and others, in advance. Talk to your manager about how you will balance your work and other responsibilities.

✓ Sometimes it takes having a focused conversation to help others understand that you are at work even when you are at home during your scheduled hours.

✓ Set realistic expectations for your own productivity and utilize breaks to stretch, notice what's going right, step out into Nature, and try some online mediation apps

Plan Your Day

✓ Create or continue your To Do lists. Take time for intentionally recognizing what was accomplished that day.

✓ Boost productivity by creating opportunities for a change of pace during your day.

Structure is the Key

✓ Plan structured time to get up and move. One way to get help is to subscribe to "Get Up Tritons!" for daily messages at 10am and 2pm.

✓ Rituals matter. Get out of bed with enough time to dress for work and have a moment for yourself.

Communicate

✓ Plan for time to connect with others. It's easy to get so heads-down during busy times that you can become isolated without planning time for regular interaction.

✓ Increase your communication. Let your team and your stakeholders know what you're working on through regular communication.

✓ Set up regular check ins with teammates and use a variety of channels: phone calls, Zoom, email, Skype, Slack or whatever works best for you. Be open and creative!

Plan Your Space

✓ Ergonomics matter –
  • Go to the EH&S resources page to take the online training and set up your work space(s) safely.

✓ Create work zones –
  • Clearly define where work does - and doesn't – happen. It is important to be able to intentionally go to work and to leave work, even if it happens in the same space.
  • Where possible, consider creating more than one work space if you want to be able to adjust as needed throughout the day