

# 10 TIPS FOR TELECOMMUTING



## ONE

Keep up with the news but do NOT watch the news constantly. Having access to your TV makes it tempting to monitor what's happening every second of the day.

## TWO

The perfect workspace will be different for everyone. Find a dedicated space to call your own when working remotely. Make sure this is a quiet place, free of distractions, with reliable and secure internet and/or wireless access.



## THREE



Assemble all your chargeable electronics and keep them in the same location. Having them all in one spot makes them more accessible, and easy to find, just like your desk or your vehicle! This includes your chargers, laptops, phones.

## FOUR

Remind your family that just because you are physically there, it doesn't mean you are "there". This will help with boundaries and distractions throughout your workday.

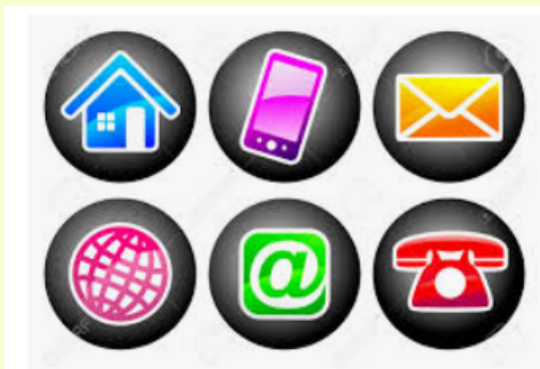


## FIVE



While working from home, it's easy to want to stay in your pajamas. Showering, getting dressed and ready as if you were leaving the house will boost your confidence and shift your mindset, preparing you for your workday.

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## SIX

Stay connected with your team and your Supervisor. Communicate priorities and deadlines. Check out LVMWD's message board for important updates:  
[www.lvmwd.com/staffresources](http://www.lvmwd.com/staffresources)

## SEVEN

Start and end your day with a checklist. Identify the things that need to get done for the day and check your work at the end of the day. This helps maintain focus and tackle projects and tasks that need to get done.



## EIGHT

Get the blood flowing! Make sure to get your stretch breaks throughout the day. Step outside to reset! Make an effort to go outside for sunshine and fresh air or even crack open a window to get a fresh breeze.



## NINE

It's hard to step away when your office is right there in your home. Take predictable breaks and lunch so you can spend time with your family in the home. If your family is not available, try a virtual lunch with a friend!



## TEN

Last but not least, set your time to shut it down, and shut down. Don't take a sneak peek late into the evening when you should be connecting with your family or getting some much needed mental relief from your new norm.

