

FOR IMMEDIATE RELEASE

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### **Working Remotely Amid Multiple Life Shifts**

Most of us have experienced several life shifts within just a few short days! I set up my current remote office late yesterday afternoon. When I say ‘set up’, I mean dusted off the desk that is in the corner of our living room!

Let’s work through some of this new opportunity together! The following tips for successfully working remotely came from the Utah State University Extension Remote Work Professionals course as well as eXtension Foundation’s web developer, Mark Locklear.

- **Work Day-** Establish daily start and stop times  
Telecommuting creates a new set of distractions than what you are used to. Be sure to start your day as if you were driving to work by having that morning coffee and getting ready.  
Plan times throughout the day when you can get away from your workspace. Take a lunch break, go for a walk, play with your child or pet or anything else that gets you up and moving. These breaks keep your energy levels up and your mind active.
- **Workspace-** Designate a specific place to work  
This helps to set physical boundaries of where you work and where you relax. When selecting your designated workspace, it is important to find a quiet area with some physical barriers so that others can visually see when you are working.

You may also have a youngster running around right now who you’re trying to limit on TV consumption. Wildcat District can help with that, continue to check out our Facebook page each day: <https://www.facebook.com/Wildcat.Extension.District/>.

- **Communication-** Explore and try out tools to help  
This has been identified as the number one challenge of remote workers. The next best thing to face to face is synchronized communication. Interaction increases with cameras, so for small groups consider using these tools. Here are some free and low cost options to look at.
  - Video Conferencing/meetings:  
Zoom, Hangouts, and Skype

- Establish a regular meeting check-ins, at least initially, with your team.
  - Chat: Google chat, Slak, or Microsoft Teams
  - Digital Calendar: It is time to embrace this! This allows others to see up-to-date information and schedule meetings with others while providing details.
- **Compliance-** Make sure that you are complying with all of the guidelines with your organization related to equipment and protected information. This relates to the security of your internet connection and documents.

Finally, take care of yourself and your family. This is a new challenge of balancing work and life! Check in with each other often on more than just work items. Here's to embracing new opportunities together!

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