

Checklists for Working Remotely

Setting Yourself up for Success

Selecting Your Workspace

- I have a distinct work area with a door or other physical partition
- The area is quiet during core working hours
- I have space for files and supplies
- There is natural light or adequate overhead and task lighting
- The internet connection in this area of my home is strong or I have a wired connection
- I have a desk with adequate working space based on the most typical tasks
- I've checked cell phone connectivity or I have a land line available
- I have a comfortable chair suitable for several hours of seating at a time
- My workspace is ergonomically correct, i.e., chair is at the right height so that my elbows are at a 90° angle

Establishing Boundaries

- I have established working hour boundaries with family and friends in advance
- My standard work routine includes standard start, stop, lunch and break times
- I have set “core” working hours during which my family knows I am not to be disturbed
- I have a sign or some other way to indicate to my family when I’m on an important call/meeting
- I’m committed to establishing a routine that allows for a good work/life balance

Technology Needs

- I have a dedicated work computer, and a second monitor if necessary
- I have clarified my technology needs with my employer

Equipment	Employer Provides	I provide
PC	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone	<input type="checkbox"/>	<input type="checkbox"/>
Filing Cabinet	<input type="checkbox"/>	<input type="checkbox"/>
Office Supplies	<input type="checkbox"/>	<input type="checkbox"/>
Chair	<input type="checkbox"/>	<input type="checkbox"/>
Web Cam	<input type="checkbox"/>	<input type="checkbox"/>
Land Line	<input type="checkbox"/>	<input type="checkbox"/>
Software / Anti-Virus	<input type="checkbox"/>	<input type="checkbox"/>
Headset	<input type="checkbox"/>	<input type="checkbox"/>
Secondary Monitor	<input type="checkbox"/>	<input type="checkbox"/>
Filing Cabinet	<input type="checkbox"/>	<input type="checkbox"/>
Other		



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Tech Support

Tech Support	Working Hours	After Hours
Contact Name		
Phone		
Email		

Standard Communication Methods and Response Times

Activity	Response Time
Phone Calls (internal)	
Phone Calls (Customer)	
Email (standard)	
Email (urgent)	
Workflow Requests	
Meeting Requests	
Text Messages	

Setting Expectations

Things I need to set expectations for with my manager and teammates: