# Office of Human Resources

PPALACHIAN STATE UNIVERSITY

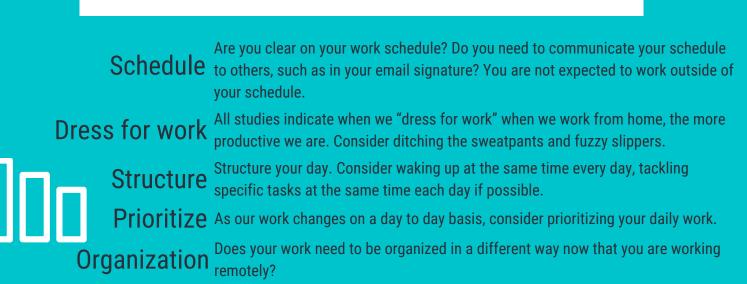


Consider the following as you transition to working remotely.

### **CREATING YOUR WORKSPACE**

Have you determined a dedicated space that you will be working remotely from? Is Workspace it free as possible from distractions? Can you Zoom from this workspace? Equipment Do you have the equipment you need to perform your work? **Chair** What type of chair will you be using? Is this comfortable for you for stretches of time? Lighting Do you have adequate lighting to prevent eye strain? **Connectivity** Can you connect to the internet? And the secure server (VPN/Pulse) at ASU? Have you determined a dedicated space that you will be working remotely from? Is Zoom & Webcam it free as possible form distractions? Can you Zoom from this workspace? Do you have the supplies (pens, writing pads, etc.) you need to be productive? **Supplies & Storage** Where will you put your work when your day is done? How can you personalize your workspace to make it more comfortable, enjoyable, Personalizing and pleasurable to be in during your work hours? Can you add pictures or flowers to your workspace?

# MANAGING YOUR WORK



**Processes &** Are there new processes and procedures that need to be developed? Have you Procedures shared your thoughts with the team and your manager?

#### COMMUNICATION

**Communications** Are your communications to colleagues and clients still remaining professional in these turbulent times?

Is there a need to communicate your remote schedule to your colleagues, clients, **Schedule** and customers? Consider placing this information in your email signature.

Have you determined what you need to be successful? Have you discussed this Your needs with your supervisor?

Supervisor & Are you clear on the process for attending regular meetings with your supervisor Team' Meetings and colleagues?

**Technology** Are you comfortable using the current technology (Zoom, Microsoft Teams, etc.)?

#### WELLBEING & WORK-LIFE BALANCE

Schedule breaks Have you scheduled breaks and lunch into your day (away from your computer)?

**Exercise** How will you move your body each day? Can you go outside?

**Creativity** What will you create each day?

**Gratitude** During these changing times, consider the following: What am I grateful for today?

**Home** life Are you taking care of yourself and your family in the ways that are best for you? **Resources** If you need them, are you aware of the University's resources, such as the <u>Emergency Loan Fund?</u>