



WORKING REMOTELY CHECKLIST

Consider the following as you transition to working remotely.

CREATING YOUR WORKSPACE

Workspace Have you determined a dedicated space that you will be working remotely from? Is 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?

Zoom & Webcam Have you determined a dedicated space that you will be working remotely from? Is it free as possible from distractions? Can you Zoom from this workspace?

Supplies & Storage Do you have the supplies (pens, writing pads, etc.) you need to be productive? Where will you put your work when your day is done?

Personalizing How can you personalize your workspace to make it more comfortable, enjoyable, and pleasurable to be in during your work hours? Can you add pictures or flowers to your workspace?



MANAGING YOUR WORK

Schedule Are you clear on your work schedule? Do you need to communicate your schedule to others, such as in your email signature? You are not expected to work outside of your schedule.

Dress for work All studies indicate when we “dress for work” when we work from home, the more productive we are. Consider ditching the sweatpants and fuzzy slippers.

Structure Structure your day. Consider waking up at the same time every day, tackling specific tasks at the same time each day if possible.

Prioritize As our work changes on a day to day basis, consider prioritizing your daily work.

Organization Does your work need to be organized in a different way now that you are working remotely?

Processes & Procedures Are there new processes and procedures that need to be developed? Have you 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?

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

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

Supervisor & Team Meetings Are you clear on the process for attending regular meetings with your supervisor 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 [Emergency Loan Fund](#)?

