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
Can you connect to the internet? And the secure server (VPN/Pulse) at ASU?

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

Zoom & Webcam
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?

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?