

# Tips for

WORKING  
REMOTELY



UNLV  
HUMAN RESOURCES

## All Supervisors and Workers

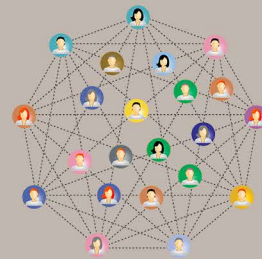
### 1 Workspace

1. Find a quiet, comfortable space with minimal distractions that has a computer and reliable internet
2. Set clear boundaries with your friends and family around your work hours



### 2 Communication

1. **Overcommunicate.** When in doubt, overinclude to make sure everybody is in the loop
2. Regularly check your campus [voicemail](#)



### 3

### Time Management

1. You should be available between 8 a.m. - 5 p.m. PST
2. Keep your calendar up to date
3. Schedule time for your meals and breaks
4. Make to-do lists to stay on task



### 4 Virtual Tools

1. Use Google Drive, Google Sheets, and other G Suite tools to collaborate on documents and deliverables



2. Use WebEx and Hangouts to hold meetings

### 5 Positive Intent

1. Tone and nuance can easily get lost via text, chat and email-- being empathic and assuming positive intent helps with potential misunderstandings



## Managers and Supervisors

1. Make sure key information is accessible to all team members
  - Send emails with meeting notes and outcomes
2. Hold regular team-wide video meetings as well as individual check-ins with staff
3. Build trust, set expectations, and hold team members accountable
  - Communicate clear deadlines and action items over email and chat
4. Give feedback and coaching over the phone or video meetings as opposed to email
5. Remain accessible to your direct reports, leaving time in your calendar for ad-hoc meetings

