

8 Effective Tips for Working Remotely

Make sure to get approval from your manager before working remotely. You will need to adhere to Gaston College's policies while conducting work from another location.



1. KNOW YOUR TOOLS

Avoid frustration & maintain productivity by testing technology & accessing files remotely before you need it. Consider forwarding your calls & learn to access voicemail remotely.

2. SET YOUR SPACE

Find a comfortable, quiet spot where you can focus & maintain an ergonomically-sound work environment.

3. STRUCTURE YOUR DAY

As appropriate, keep your same work hours & structure your day like you were going in to the office. It's important to maintain boundaries around hours. Plan for meal breaks just like you would in the office.

4. COMMUNICATE!

You won't "see" everyone in the hallways, but it's very important to stay connected with your coworkers & supervisors. Use all of your electronic tools to stay connected.

5. BE PROACTIVE WITH YOUR MANAGER

Keep your manager up to speed on your accomplishments, struggles & areas in which you need assistance. Plan to provide regular & frequent status reports as appropriate.

6. AVOID DISTRACTIONS

Plan your work space & schedule to minimize distractions. Limit interactions with family members, friends, & pets to break periods or after your work day ends.

7. KEEP HEALTHY

Make sure you periodically stretch, walk around & frequently look away from your screen. Use your calendar if you need a reminder.

8. ADHERE TO POLICIES

While you are working remotely, you are still "at work" so be sure to follow Gaston College's policies regarding telework.

8 Tips for Managing Remote Teams

Managing employees and teams working remotely requires many of the same management skills you use with co-located teams. In addition, you will want to pay special attention to your communications, working agreements with employees and stakeholders, as well as technology/system access for your team.



1. BE PREPARED

Make sure your employees have the technology and system access they need to work remotely and are comfortable using it.

2. SET EXPECTATIONS & GOALS

Talk with your team & each person about your, and their, expectations of working remotely. Create working agreements & goals to encourage accountability & measure success.

3. KEEP CONNECTED

Continue team meetings and 1 on 1s, check in throughout the day to ask if they need anything. This may look different for different employees depending on their needs & experience level.

4. TRUST YOUR EMPLOYEES

Trust your employees just as you would if they were in the office & manage accordingly. Great employees will still be great employees when working remotely!

5. CHOOSE TECH WISELY

Decide together as a team the technology that works best for you to stay connected. As appropriate, continue to connect using email and via phone.

6. KNOW YOUR TEAM

Identify team norms and encourage positive cultural aspects. For example, some teams are very collaborative – find ways to continue that virtually.

7. BE MINDFUL OF BOUNDARIES

Working remotely does not mean working 24/7. Identify, discuss, and respect boundaries such as “office hours”.

8. ADAPT AS NEEDED

Periodically review working agreements and modify as needed to ensure work is getting done and employees stay engaged.