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# **TOOLS AND RULES FOR TELEWORKING**

## **TIPS FOR EMPLOYEES**

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# **CITY UNIVERSITY OF NEW YORK TOOLS AND RULES FOR TELEWORKING TIPS FOR EMPLOYEES**

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## **TOOLS AND RULES FOR TELEWORKING TIPS FOR EMPLOYEES**

The City University of New York is committed to safely and effectively meeting the public health challenge presented by COVID-19. This means that ensuring, where appropriate and possible, that university employees may continue to work from home or at an another off-site location for all or part of their regular workweek.

### **EXPECTATIONS**

Remote working and teleworking, often used interchangeably, refer to a work arrangement in which some or all of the work is performed from home or another off-site location.

Teleworking can be informal, such as working from home for a short-term project or a formal, set schedule of working away from the office. The employee or the supervisor can suggest telework as a possible work arrangement. It is subject to approval by the supervisor and is granted on a conditional and temporary basis.

Employees are held to the same performance standards for their position as they otherwise would under a standard, on site work arrangement. Supervisors are responsible for clearly communicating expectations of work assignments, check-ins, and any other parameters for supporting a remote arrangement.

**For more information on CUNY's Remote Work Guidance (Notice?), visit:**

For more information on CUNY's Flexible Work Arrangements, visit:  
<https://www.cuny.edu/coronavirus/flexible-work-arrangements/>

## TELEWORKING TIPS FOR EMPLOYEES

### 1. Set up a proper plan for the structure of your day.

Take the first 10 minutes of every workday to ask yourself:

- *Which tasks absolutely need to be done today and in what order?*
- *What, if anything, is behind schedule?*
- *Where do you expect the most challenges?*

From there, you can proactively manage your calendar to organize and structure your work effectively within the day. Set time up to support getting work done. Treat the time as a locked meeting, the same you would if you were meeting others. You can always change the time if priorities shift.

### 2. Create a dedicated space.

A recurring, organized, dedicated space can help maximize productivity. Some things to consider when creating a dedicated space include:

- a. Natural light – It can affect mood and alertness and is a great motivator.
- b. Noise control – Decide what type of noise environment you require to work more effectively. This could mean allowing for some background noise, whether that be music or natural noises from outside, or it could mean complete silence.
- c. Comfortable temperature
- d. Essential office elements – Fill your space with a chair, desk, storage, computer, and smartphone. In addition to the essential office items, include some personal touches like pictures or plants to enhance positivity in your space.

### 3. Stay focused. Eliminate distractions.

- a. Respect work time. If you are scheduled to work from 9am-5pm, make sure that you are ready to go by 9am and are available for your colleagues throughout the day.
- b. Keep distractions out of sight. This may mean not having your personal email open while working or having the television in the same room as your workspace.

### 4. Establish a solid routine.

By establishing a solid work routine, you can create order out of chaos to work thoughtfully instead of randomly. Include intentional breaks within your routine as well.

### 5. Use technology to build connections and stay in touch with your colleagues.

You can use technology to serve many goals, including:

- a. Keeping others up to date on your status
- b. Attending meetings
- c. Asking questions
- d. Sharing knowledge
- e. Connecting with others for collaboration

Decide how you will monitor all relevant, professional communication channels that your team agrees to use.

**6. Avoid feeling isolated while working remotely.**

- a. Remember to use technology to connect and communicate beyond instant messaging. Finding time for face-to-face interactions via video calls or even a phone call can help you feel more connected to your colleagues.
- b. Do not work nonstop all day! Remember to take breaks and move around.

**ADDITIONAL RESOURCES**