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# Tips for Successful Telecommuting

*A Guide for Employees*

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## *Tip #1: Create a Productive Environment for Telecommuting at Home*

- Create a dedicated area for work, e.g. home office, study, etc.
- Develop a systematic way of working with documents to keep work assignments and personal items separate
- Prepare a secure storage space for confidential documents, where applicable
- Prepare family members to minimise disruptions during working hours

## *Tip #2: Manage Performance*

- Communicate with supervisors and agree on performance goals and targets to be achieved
- Provide supervisors and co-workers (where relevant) with regular updates on work progress and milestones

## *Tip #3: Manage Relationships*

- Maintain work relationships with supervisors, co-workers and customers
- Schedule regular meetings in the office with supervisors and co-workers to stay in the loop of office matters

## *Tip #4: Manage Communications*

- Discuss with the supervisor to agree on job targets, timelines and deliverables expected during the telecommuting arrangement so as to minimise the risk of misunderstanding
- Actively cultivate open communication with supervisors and co-workers to create greater transparency and reinforce a culture of trust and supportiveness
- Proactively seek feedback from supervisors on how the telecommuting arrangement is working, e.g. accessibility, achieving job targets in a timely manner, etc. and keep an open mind when listening to feedback and comments
- Proactively seek feedback from co-workers on how the telecommuting arrangement may be impacting them, and keep an open mind when listening to feedback and comments
- Ensure accessibility to supervisors, co-workers and customers so that job operations are not disrupted, as far as possible, e.g. respond to emails and phone calls within work hours.