

Tips for Managing Work While Telecommuting

The supervisor should talk with each of their employees about how telecommuting will work.

1. Establish expectations about core work hours and availability.

- For example, team members must be reachable by phone or email between 8am - 5pm.
- Schedule regular check-ins by Zoom or phone, with individuals and teams.
- Be sure team members have each other's contact information, including phone numbers.

2. Identify what work can be done remotely, and any tasks or projects that may be impacted.

- Take the opportunity to review priorities and goals.
- Be clear and specific about expectations for completing work to avoid misunderstandings.
- Establish check-in points to be sure tasks and projects are being completed on schedule.
- Supervisors, ask employees if they are encountering obstacles; ask what you can do to help.
- Contact UC ANR IT if you need help with systems access or equipment.

3. Collaborate and Communicate!

- Telecommuting can be lonely, and it may be easy to get distracted.
- Working with a colleague toward a common goal helps keep you focused and connected.
- For example, if you typically talked with co-workers everyday, consider scheduling daily calls.
- Zoom is a great tool for video chats. Don't over-rely on email.
- Share files using Box or Google docs.



Good habits mean effective remote working.

What more?

Try <https://hr.ucdavis.edu/departments/worklife-wellness/workplace-flex/telework/workplace-disruption>