

Tips for Teleworking

The Centers for Disease Control (CDC) has advised people to limit contact with others and avoid large gatherings to help slow the spread of COVID-19. Considering this, many employees, including most of the CTSI staff, are now teleworking.

Teleworking is defined as a “work flexibility arrangement under which an employee performs the duties and responsibilities of such employee’s position, and other authorized activities, from an approved worksite other than the location from which the employee would otherwise work.” Improvements in technology have made teleworking feasible for more people, especially knowledge workers who perform the bulk of their job duties on computers.

Five Tips for Teleworking

Teleworking can be an adjustment, and not everyone is suited for it or prefers it. For those teleworking for the first time because of the current health crisis or for those experienced teleworkers, consider the following tips to make the transition smoother:

1. Treat your home office like a real office. Establish regular work hours with break times. Avoid distractions that split your focus like doing laundry or dishes during work hours.
2. Get ready for work. While you don’t need to dress like you would for the office necessarily, it is important to keep a morning routine to help you mentally transition

from being “at home” to being “at work.”

3. Set up your workspace. Create a dedicated space in your home to work. Avoid working in shared areas like the kitchen or living room, especially if you have other people home with you during work hours.
4. Stay in communication with your coworkers and supervisor. Check-in at least once a day by email, phone, chat, or video conference. Excellent communication becomes even more critical while teleworking. It helps you maintain your work relationships and keeps you in the loop on business matters.
5. Take advantage of technology. There are numerous technologies designed to aid teleworkers. Video meetings and communication software like Zoom, Slack, or Microsoft Teams allow you to talk with your coworkers using video or chat.

What this Means for Counties

The current situation demands that we adjust and adapt to continue the essential functions of our organizations while being responsible citizens and following CDC and county health department guidelines. While teleworking requires discipline and focus, it is a viable option for many employees. For more information, contact CTSI at 303 861 0507. 