

# The Telework Manifesto

for Healthy, Connected, and Engaged Employees



## Create a Healthy Workspace

**Create a workspace at home** where you can focus and stay organized.

Before you start teleworking, **conduct a dry run to ensure your equipment is working properly.** Test your microphone and headphones, and check sound and brightness levels. Conserve bandwidth by only connecting the devices that you need while teleworking.

**Step away from your workstation every hour.** Set a timer to both start breaks and remind you when to head back to work.

**Keep healthy snacks on hand** and drink water/tea throughout the day while trying to keep caffeine to a minimum.



## Be Connected

**Create a virtual water-cooler** by scheduling check-ins with peers you would bump into while walking around the office!

**Make a plan to regularly connect with managers and team members** in order to reinforce connectivity and collaboration and to combat feelings of isolation.

**Invite your peers into your life at home** with a virtual house tour or by showing off a cute baby, friendly puppy, or your favorite workspace item.

**Practice togetherness while you are apart** by leading virtual group stretches at meetings, or by organizing a virtual meal time or happy hour.



## Be Engaged

**Dress comfortably,** but avoid pajamas. While you may not be in your regular office, you're still at work.

**Establish quiet zones** or stoplight charts. Inform roommates/family of when they may cross through a certain room or area without disrupting you.

**Use video cameras.** Video cameras promote connections by encouraging the reading of body language and discouraging multi-tasking.

**Try to avoid distractions by adhering to a schedule.** Structured time helps you focus on specific items, but stepping away when you need a break is important, too, in order to avoid burning out.

