



WFH CHECKLIST

Preparing to work remotely

THE BASICS

- Define a “workspace” as best you can. Even if it’s your dining table, put some office-related things out each day and take them away when you’re finished. Our brains like patterns so the more we can help shift mindset between home and work, the easier the transition will be.
- Keep your morning routine, if you typically wake up/work out/shower, keep doing that. Get dressed as if you were still going to the office. Going from bed to desk might start off great but breaks down the work/personal boundary.
- Get up, stretch, walk around the house throughout the day, try not to eat at your desk, and do a 10-minute afternoon meditation when the mood strikes.

THE TECHNOLOGY

- Test and ensure a reliable high-speed Internet connection. Confirm speeds with a tool like speedtest.net or fast.com. If on WiFi, run the test with your computer sitting exactly where you expect to work.
- If you use a VPN to access work information and a softphone or computer app to make/receive calls, run your speed test after connecting to the VPN so you are doing as real-world a test as possible.
- Phone calls require less than 1MB of Internet but to ensure a quality experience on a residential connection, try to get upwards of 6MB, which should be easy in most US communities.
- If you have a cloud-based phone system at work, you might be able to bring your desk phone home, but make sure you have a power adapter. Your office is most likely PoE (power over ethernet, a fancy way of saying power comes across the network cable) which most likely won’t be available at your house.
- Generally, the closer you can be to your home router, the better your connection will be. In offices, we use access points to ensure proper coverage. At home, WiFi extenders can help lower dead spots.
- Make sure your company has unified communications technology in place to keep the workforce connected by voice, chat, and video.
- If kids are home, think about the additional strain on the Internet connection from streaming shows and video games. In the corporate world, we use things like QoS to help manage. Luckily, the technology is fairly widely available and your home router may have the features.

THE MINDSET

- WFH can be hard for everyone - talk with your family about your working hours and working area.
- Keep in touch with your co-workers, try not to let the community feel break down while working remotely.
- Background noise will happen, accept it. We're all in this together - stressing about a dog barking in the background just isn't worth it.
- Join an online WFH group to connect with other people in your industry or city who also work remotely.
- Let the little things roll off your back and plan to be constantly adjusting to WFH, whether temporary or permanent.