

Transitioning to working from home can be challenging. Please see below for some quick tips as well as a list of resources to help you make this transition as smooth as can be possible during these challenging times.

General:

- Set up a working area for you. Let your family know this is your work area and how they can “reach” you while you are in your dedicated working spot.
- Map out your daily priorities? What must get done today? What additional tasks can I complete?
- Create a schedule that aligns to your priorities. Incorporate time for:
  - Movement as sitting by yourself at your computer all day can get exhausting and unproductive. Consider following a 50-minute routine. Set a timer and dive in deeply for 50 minutes with few to no distractions. At the end of that 50 minutes, reset your time for 10 minutes and take break.
  - Interaction. If your kids are home, build time into your schedule to engage with them. You can flex your work time so build your schedule around times that work best for your family situation where you can. Consult with your manager/ supervisor if you are not clear on how best to do this.
  - Meals. It is essential that you take care of yourself during this time. Make sure you are stepping away from your work to eat.
- Log your daily hours.
- Send your supervisor/manager a daily summary email.

	What I accomplished	Hours	Questions/ issues	Next steps
Monday				
Tuesday				

Meetings:

Use conference calls, Facetime, Skype, internal conference line (info below), etc to still be able to connect with your teammates to move work forward. Please see this brief article for tips on how to ensure people stay engaged in these meetings while being remote: [How to Get People to Actually Participate in Virtual Meetings](#)

Children:

Some schools sent home activities to support engagement and learning during school closures. If you are in need of additional resources, see [Scholastic](#). They have provided free access to

online learning materials for children Pre-K through high school. You can also find educational games for your child's age group at [Common Sense Media](#).

Technology Tips:

It is essential to stay in close communication with your colleagues during this time. Set up times to call each other and, when you need multiple folks on the call, use 720.523.6000. This is our internal conference call line. Use your desk extension as the conference number. The password is 12345.

Other helpful resources:

- [Eight Remote Working Tips for Beginners](#)
- [Five Tips for Staying Productive and Mentally Healthy While You're Working from Home](#)
- [Parenting during coronavirus. What to know about play dates, education and more](#)
- [Talking to Children about COVID-19](#)