Identify a good place to work

- Find the best space to support your day with good ergonomics, comfortable furniture and proper lighting
- Minimize distraction and disruption to the extent possible
- Stay connected with your team
- Communicate often to keep everyone ‘in the loop’
- Collaborate using technology – use digital events as you would in person meetings

Make expectations clear

- How do I know what to prioritize each day?
- How can I best convey the day’s accomplishments?
- What are timekeeping, scheduling and break expectations?

Manage your time and wellbeing

- Share your availability and note any changes to normal hours
- Don’t forget to take breaks
- Try to balance your personal needs with work needs
- Check in with yourself and others – how are you feeling day to day?

Other resources

- Visit “Keep Working,” for tips on working remotely
- Faculty and instructors can maximize effectiveness of online course delivery by visiting “Keep Teaching”
- Continue to record annual/sick leave as appropriate in Timeclock Plus. Reach out to CNS HR Officer, Kristen Felten with questions. Kristen.felten@colostate.edu