

Employee Dos and Don'ts of Teleworking

Do

- Have a workspace or workstation at home.
- Take a walk around the neighborhood before the work.
- Stick to the same schedule on telecommuting days.
- Take breaks throughout the day.
- Keep your work organized so you don't have traces of paper everywhere at home.
- Plan the work for your telecommuting day several days in advance of the telecommuting day.
- Determine how many and what sort of interruptions are acceptable.
- Replace bad habits like overeating with exercise.
- Call the office and keep in touch as often as possible.
- Stick to all deadlines.
- Maintain or increase your level of performance.
- Take telecommuting very seriously.
- Attend all departmental and group meetings.
- Keep your boss informed of the progress you're making.
- Have some end of workday ritual such as a walk around the block.
- If telecommuting works for you, talk to your supervisor or manager about increasing the number of days you can telecommute.
- If telecommuting is not working for you, talk to your supervisor or manager. See if you can find ways of solving the problems. If the problems persist, you may want to consider dropping out of the program. Remember, your participating in the telecommuting program is entirely voluntary.

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Employee Dos and Don'ts of Teleworking, Continued

Don't

- Don't sit in bed or on the comfortable couch in the living room to do your work.
 - Don't procrastinate or develop bad work habits at home...
 - Don't change your work schedule every time you telecommute.
 - Don't let the radio or T.V. distract you or impair your professional image.
 - Avoid working at home if you're not getting along with your spouse.
 - Don't work at home if you have an infant, a toddler, or an elderly person who requires constant care and attention.
 - Don't take work home that requires group decisions or constant input from co-workers.
 - Don't visit the refrigerator too often when you're telecommuting.
 - Don't sleep late on telecommuting days.
 - Don't stay in your bedclothes all day.
 - Don't give telecommuting a bad name.
 - Don't run everyone's errands in the neighborhood just because you're at home.
 - Don't continue in the telecommuting program if it's not working for you. Telecommuting doesn't suit every person's lifestyle or job responsibilities.
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