NAVIGATING REMOTE WORK: EMPLOYEE

EMERSON

1. Gather the right equipment

A successful remote worker requires the right equipment. This includes a laptop and/or computer, a reliable power supply, stable and reliable internet access, secured remote access to the organization's network/intranet, and access to work emails.

For more detailed information, please find QR codes and links to Emerson IT Resources and tutorials on Webex and Microsoft Teams on the final page.

2. Organize your workspace

Emerson cares about the safety of its employees. Create a conducive workspace to aid your productivity and safety.

Establish a dedicated workspace. You want to recreate the environment at your office cubicle. Look to include natural light, noise control, good temperature, and eliminate distractions. Keep in mind ergonomics when setting up your space.

Finally, think about the background that may appear in your video conferencing calls. Ask, "How do I want to present myself at work?"

3. Set working hours

Burnout is easy while working remotely. Establish set working hours for yourself. Communicate these expectations to your manager but be flexible for urgent issues.

4. Plan your day with intent

A hard aspect of working remotely is concentrating on the task at hand. Switching between tasks can take away as much as 40% of your day.
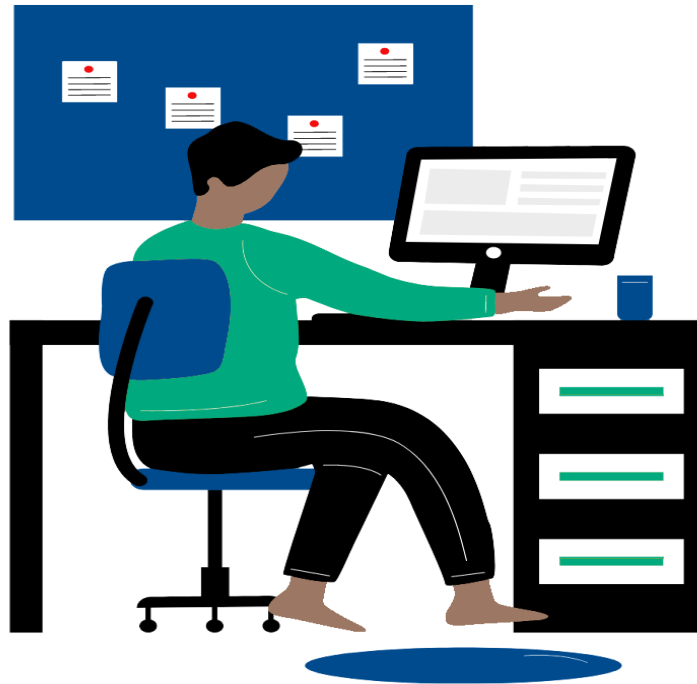
Start with five minutes of planning and update your calendar. This allows you to accomplish your tasks and it gives your team a realistic view of your availability. Develop these types of rituals to allow for a disciplined way of managing the day.

5. Communicate with intent

Communication is the most vital component to a successful remote worker. Instant answers to questions, small talk with coworkers, and rapport during meetings is not easily maintained in a remote environment. Build a habit of proactive messaging and intentional communication.

Become an active communicator. Send out meeting agendas ahead of meetings so people are ready for the conversation. In addition, share screens when reviewing documents or visuals. There are many available communication channels and collaboration platforms. These include Outlook, Microsoft Teams, Webex, and Jabber/Webex App.

6. Set expectations

Effective communication establishes the foundation for realistic expectations. Understand the expectations of your team. This starts with transparent communication about working styles, timelines, and tasks.

On the next page you will find questions to ask when setting remote work expectations with your team.

- What projects and meetings will need to be in person?
- What forms of communication do your teammates prefer?
- How will you contact one another when something is urgent?
- Will there be remote office hours to receive feedback?

Ask these questions sooner rather than later to set you up for success.

7. Create boundaries

Work and life will blend more with the progression of remote work. It is important to maintain boundaries with your time and space.

Emerson encourages its employees to invest in their health and wellness. For example, take multiple breaks throughout the day. Incorporated breaks are a vital aspect to boost productivity.

Also, have physical and/or psychological shifts to end the workday. This signals the transition between work and life. Below are examples:
- Walk around the block after logging off
- Shut down your computer
- Set an alarm to go off at the end of your workday

8. Cultivate remote relationships

Relationships organically evolve each day with every shared interaction. Relationships translate to a positive work culture.

Remote culture is more proactive and intentional. Find ways to connect with technology. Whenever possible, use video rather than audio-only. Microsoft Teams, Webex, and Jabber/Webex App allow video conferencing. Ninety percent of communication uses non-verbal cues. Video conferencing helps to break through and restore meaningful interactions.

Continue to schedule fun events with your team and coworkers. Brainstorm fun networking events with your peers. Also ensure you block time on people's calendars for the events. Below is a list of possible fun events:
- Coffee Chats / Happy Hours
- Lunch and Learns
- Trivia
- Show and Tell
- Competitions

9. Track your progress and celebrate success

Emerson encourages its employees to be proactive about their career aspirations and goals. Maintaining visibility can be difficult in a remote work environment. Become an active communicator with your manager and your teammates to overcome this.

First, track the milestones or value creation you accomplished in the remote environment. Also, celebrate these wins as they occur. Ensure this work is being shared with the stakeholders who hold the keys to your success.

Also, establish weekly check-ins with your manager to showcase your productivity. This establishes a regular feedback loop. Finally, be clear about your professional goals and the skills you need to develop to get there. This shows you are intentional about your professional development.

Emerson IT Resources

Webex Tutorials

Microsoft Teams Tutorials

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