

# INDIVIDUAL STRATEGIES FOR REMOTE WORK SUCCESS DURING COVID-19

## 1 **MANAGE YOUR MINDSET**

Focus on the positive and what you *can* control. By shifting your mindset, you can reduce stress and increase productivity.

## 2 **ESTABLISH A ROUTINE**

Set a daily routine for yourself and other household members. Stay consistent with times for work, exercise, eating, sleeping, and personal matters.

## 3 **COMMUNICATE, COMMUNICATE, COMMUNICATE**

Be transparent about your schedule and availability as personal and professional obligations are intertwined. Ask for feedback from supervisors. Remember, colleagues are experiencing similar issues!

## 4 **LEVERAGE TECHNOLOGY & RESOURCES**

Stay engaged and visible with supervisors, team members, friends, and family with technology resources. Is your organization offering additional resources to assist with continuity and remote work?

## 5 **CONNECT WITH YOUR COMMUNITIES**

Check-in with mentors/mentees and sponsors/protégés. Stay connected with family and friends to avoid isolation; host virtual game nights, happy hours, or video chats.