

FOR IMMEDIATE RELEASE

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Healthy Habits Working Remotely

Many businesses and workers have restructured after COVID and chosen to explore options for remote work or “working from home.” People who work from home may do so full-time, part-time, for a larger company, or for themselves as an entrepreneur or freelancer. Remote work requires more than just having a computer and the internet to be successful – check out the tips below to maximize your job satisfaction and productivity if you find yourself working from home

1. **Setup a dedicated workspace.** This could be a traditional desk or table, taking into consideration your ergonomic needs for physical health. You will likely need a webcam and microphone to participate in video and audio calls, a computer with software and reliable internet connection.
2. **Set a schedule.** A flexible work schedule is one of the perks of remote work, but you may find the most success defining your schedule and number of work hours each week, either in conversation with your employer or as part of your weekly planner if self-employed.
3. **Maintain communication.** When you feel integrated in a team, you are happier and more productive. Interacting with co-workers, clients and resources as a remote worker is a little trickier than being in the same building with others. Tools like virtual meetings, online chats and collaboration apps make this easier. Meeting as much as possible with video on is the best way to simulate an office environment and develop a connection with others while working remotely.
4. **Set and keep clear boundaries between where your work begins and ends.** This prevents burnout and allows you to feel more productive and happier with your work. Signs of burnout include apathy, frustration and avoiding work. This can be avoided by taking breaks, vacations, disconnecting from your devices in your off-time and creating household office hours.
5. **Create a process for the work you do at home.** Defining the workflow steps needed to complete projects – including tasks, deadlines, expectations, and communication – can help you stay focused and feel accomplished while working remotely.

Want more help? K-State Research and Extension will soon offer a Remote Work Certification Program in partnership with Utah State University. This 4-week class combines guided online modules with interactive virtual workshops, empowering remote workers and employers with the tools and skills to transition from on-site work into a virtual career.

For more information on class content or to sign up, please contact Frances Graves, Wildcat District Director, at francesgraves@ksu.edu or 620-784-5337

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