

9 Tips for Working Virtual in the Age of the Corona Virus

Suggestions from the real life of Virtual Association Network (VAN) members

1. Set a schedule for yourself and make everyone aware
 - Establish a morning routine: take a shower and get dressed, go for a walk or drive as your “commute”, don’t work in your pajamas!
 - Take normal breaks including lunch: without office interruptions, WFH can lead working nonstop, it’s easy to get in the zone and not move for 8-10 hours, keep your energy high with mini-breaks to mimic office breaks
 - End your day: end your day with a routine too, when you leave your “office” then be 100% at home, many people don’t realize how much harder it is to leave work when you WFH
2. Create your “office”
 - You need a dedicated work space, that space is not your couch, TVs are not part of your office
 - If you are someone who is easily distracted, then find a quiet place to work where you can focus on what you need to get done for the day.
 - Find out what your employer expects in terms of an “at home” workplace – do they want you to have a dedicated area in your home or are they ok with having you work at your local Starbucks?
3. Communicate much more
 - Be purposeful to create virtual water cooler talk
 - Use your webcam and video conferencing
 - Reach out to co-workers via phone or video when feeling you need to interact, not just email/chat
4. Set regular meetings, with video. There are a variety of tools including Zoom, Google Meet, Whereby, GoToMeeting
5. Participate in continuous engagement via Slack. Consider the "Donut" add-on, which randomly pairs people to get together for a short social meeting and can be done via a video call
6. Consider Sococo, which provides a virtual workplace so you can see who's currently working, available, and/or meeting
7. Have a Plan A&B if internet goes out at home
8. Make sure your files are accessible in the cloud, desktop or on memory stick (back up materials)
9. Enjoy it! Working remotely can be a wonderful experience