Tips for Managing Work While Telecommuting

The supervisor should talk with each of their employees about how telecommuting will work.

1. **Establish expectations about core work hours and availability.**
   - For example, team members must be reachable by phone or email between 8am - 5pm.
   - Schedule regular check-ins by Zoom or phone, with individuals and teams.
   - Be sure team members have each other’s contact information, including phone numbers.

2. **Identify what work can be done remotely, and any tasks or projects that may be impacted.**
   - Take the opportunity to review priorities and goals.
   - Be clear and specific about expectations for completing work to avoid misunderstandings.
   - Establish check-in points to be sure tasks and projects are being completed on schedule.
   - Supervisors, ask employees if they are encountering obstacles; ask what you can do to help.
   - Contact UC ANR IT if you need help with systems access or equipment.

3. **Collaborate and Communicate!**
   - Telecommuting can be lonely, and it may be easy to get distracted.
   - Working with a colleague toward a common goal helps keep you focused and connected.
   - For example, if you typically talked with co-workers everyday, consider scheduling daily calls.
   - Zoom is a great tool for video chats. Don’t over-rely on email.
   - Share files using Box or Google docs.

**What more?**

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