

TIGER TIPS

RESOURCES FOR AUBURN RESEARCHERS

Working Remotely

Auburn University, similar to many organizations, asked employees to work remotely (as much as possible) during the coronavirus outbreak. For many, we are entering into the 4th month of alternate work operations.

For some, working remotely has come naturally. For others, it can be a challenge every day. The following are some tips and hints for working remotely – they may not all apply to your specific situation, but are provided to help in navigating through these interesting times:

Self-Care

Take scheduled breaks. Try setting an alarm to get up and stretch every hour or so. (Standing desks, which at home may mean perching your laptop on top of a bookshelf, also pay large dividends for overall health.) Walk around your home while on the phone. Move to a separate area -- away from your email -- to eat lunch. Breaking up the day and moving your body enables you to refresh and can increase your productivity when you return to your work.

Communication

Over communicate. Make sure to clarify expectations for your staff and students. Connect with key colleagues around communication, work priorities, and success metrics. Will everyone be expected to work the same hours? Will all of the same projects and plans be moving forward? Don't let people make assumptions about anything that's unclear -- answer those questions.

Resolve issues quickly with a phone call. Email, text, IM, Slack, and other written methods of communication are prone to misunderstandings. When you sense this is happening, be quick to pick up the phone to resolve issues. Promptly return emails, calls, and voice mails. Keep in mind that people tend to be more aware of time when working remotely.

Create a system for sharing documents. If you don't already, now would be a good time to consider Microsoft Teams, Google Docs, Box, or Dropbox to share files.

Morale

Use video, even if it's uncomfortable for you. To avoid feeling isolated, use video technology to connect with your team and colleagues in a more intentional, human way. Video calls are not comfortable for everyone, but the slight discomfort can be worth the benefit of seeing people's faces. Human interaction, especially if remote work is new for you, can make all the difference in your productivity and your mental and emotional well-being.

[Auburn University COVID-19 Information](#)

[Research Continuity Guidance](#)