

# 5 Tips for a Successful Virtual Worker:

## 5

### **Personal interactions:**

It's different working alone in your home. Proactively keep in touch with peers and co-workers by utilizing technology. Hold virtual coffee breaks using video, start your day with teleconferences to get in sync with your team, etc.

## 1

### **Manage your workday, work flow, and workspace:**

Aim for a specific time to begin and end your work day.

## 4

### **Use technology efficiently and effectively:**

Practice utilizing the various technology available to you (chat, web/video conferencing, teleconferencing etiquette, etc.).

## 2

### **Deal with interruptions, limit distractions, and maintain focus:**

If there are others in your household during your work day, discuss times you will be available to them. For meetings, consider posting a note on the door to remind them not to disturb you.

## 3

### **Sharpen your formal and informal communication skills:**

Agree on the methods and frequency of preferred communication with your manager and teammates.

