

## **Tips for Working Virtually - Workforce Blog**

During these tough times more than ever, people are switching to working virtually. It is essential to keep an open mind throughout this process. One thing is to set goals for yourself while working from home. It can be hard to stay focused and keep a work schedule while at home. You think about things like doing the dishes, folding some laundry, or doing something fun. According to the Indeed Career Guide, asking your supervisor for some tasks to help stay on track is a fitting example.

### **Working virtually means staying up with technology**

Working from home can mean that now more than ever, technology runs our workplace. Making sure to have a strong internet connection is necessary. Find what internet provider is best for your work and home. Cloud based servers are an excellent way to keep connected with your team and to keep information flowing. Any corporation or company may also need virtual meetings to share information. It helps promote workplace morale and keep connected as a group even if you are not directly together. According to Virtual Workforce Technology, keeping a schedule can be easier with the technology used to share times and dates that are important. Lastly, mobile apps can help keep the work on the go. Many mobile apps function between the computer and a cellular device to help with customer service at any time. In a recent interview, Ms. Nypheteria Clophus from the LA Workforce Commission, Calcasieu Parish Police Jury Human Services program, said that a reliable source of technology for working online is Adobe Acrobat and to find an electronic signature program to sign documents digitally and efficiently.

### **Communicating within the workplace**

Now more than ever, there is a need for communication within the virtual workplace. Keeping connected can ensure that tasks are accomplished on time, and that workplace standard stays met. It helps build connections and reduces situations that may arise. A human connection can make your work experience more prosperous and more fulfilled overall.

### **Keeping a schedule for the workplace**

Knowing when to clock in and out of work can be a struggle when working from home. Setting a specific schedule for your day helps keep your workday flowing to keep distractions to a minimum. Preplanning for the day's activity can help keep you focused on delivering work. It can help unite workers and maintain a balanced schedule even with those in different time zones.

Keeping track of your productivity can also help you know how to balance your daily tasks. According to Ms. Clophus, a good tip to keep on task is to do a top three list of the main three tasks that must be accomplished by the end of the day, and to remember not to schedule too many virtual meetings throughout the day.

### **Working from home can be a positive experience**

Working from home can be different, but it allows for a flexible work environment so that the goals you set can promptly be done while still having time to do those things you love to do from home. Find the time of day to help you feel the most productive with working from home and talk with your supervisor about a schedule. Make healthy meals from home or develop a small exercise break when having some time off. Overall, it can be a positive change and help make work-life different yet a wonderful experience.

### **References**

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