

# TIPS TO WORK VIRTUALLY

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## OVERVIEW

During these times more than ever, people are switching to working virtually. It is essential to keep an open mind throughout this process.



## TECHNOLOGY

Working from home can mean that now more than ever, technology runs our workplace. Make sure to have an excellent internet connection.



## SCHEDULE

Setting a specific schedule for your day helps keep your workday flowing and on time. Ask your supervisor for advice on a schedule.



## WORKING FROM HOME CAN BE A POSITIVE EXPERIENCE.

Overall, it might be a tough change but if you give it a chance, it can be a wonderful experience.