



Working Remotely: Tip of the Week

April 6, 2020

Maintaining a Productive Environment

MC employees responded quickly to shift their work to a virtual environment when institutional and national safety and health became emergency priorities. Employees might have commandeered a dining table or set up a temporary space. A few might already have had a well-appointed home-office and already developed habits for working remotely. Other employees may now be negotiating space with a spouse or partner, along with managing time and space for children, teens, elders (even pets) who need care and attention.

As we are realizing the situation may be extended for weeks, even months, we suggest that you take time this week to examine your space and habits to ensure they support productivity.

1. Ergonomics: Is your chair comfortable, computer and phone in reach, lighting adequate? Can you rearrange furniture for smoother operations?
2. Rhythm/time management: Have you established ground rules for work time, school time, exercise, playtime, lunch, snacks? Are you using checklists of tasks and responsibilities for yourself and household? Are there signs (or clocks) that help young ones know when parent(s) are working and when a change in activities may occur?
3. Supplies/equipment: Do you need a stapler, scissors, or printer paper? Do you need something more significant like a computer? Are you able to share such items so everyone is able to accomplish work or studies? We must all practice MC's value of stewardship, especially in this unsettling time.
4. Distractions: Can noise or interruptions be minimized so you can concentrate? Can you ignore chores till midday or after work?

This is an important time to take initiative for demonstrating excellence at work. Your efforts give power to shared MC values.

Brought to you by Professional Development—ELITE.