Tips for Planning Your Telework Day

Here are some practical tips for making sure your telework days are productive:

Keep Your Regular Schedule
- Make an effort to get ready for the day as you would if you were going into the office.
- Establish a routine similar to your regular workday, including the same start and end times.

Get Organized
- Choose a location where you can focus and be comfortable, with electrical outlets, reliable wifi, and seating that won't cause strains.
- Identify what specific projects/tasks you'll be working on.
- Take more work with you than you think you'll be able to finish (twice as much is a good rule of thumb).
- Be prepared for technology glitches and have offline work available if possible.

Connect Often
- Face-to-face interaction can help increase productivity, so use the camera to stay engaged and maintain a personal connection.
- Use your company's online conferencing or instant messaging service or make a call to keep your work moving along to meet your deadlines. Schedule check-in meetings throughout the week and make an effort to reply to folks even if you are busy.
- Communicate progress and delays with managers, coworkers, and others.

Resist Overworking
- Take regular, brief breaks throughout the day to stretch, get up, and move around.
- Have lunch away from your work area.
- Turn the computer off at the end of the workday.

Handle Possible Distractions
- Know yourself and set ground rules with others, if need be.

- Social media
- Pets
- Television

- Chores & errands
- Family members
- The refrigerator

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Tips inspired by the San Mateo County Telework & Flex-Schedules Toolkit