

Telework Tips



Create
a designated work space

Avoid
distractions and interruptions



Communicate
often with your boss and co-workers

Stay
organized



Take
breaks

Check
your accomplishments at the end of each day



Raise
laptop to avoid awkward neck posture

Avoid
using your thumb on your smartphone to avoid injury



Utilize
cushions for better support if you are using a hard chair

Prepare
for meetings ahead of time



Shift
your eyes away from the computer every 20 minutes to avoid eye fatigue