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