Tips, Tricks, & Tools For Achieving Success When Working Remotely

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Setting Up Your Workspace

- **Choose An Appropriate Location**

- **Communicate With Household Members and Neighbors**

- **Limit/Eliminate Attention-Grabbers**

General Strategies For Success

- **Time Blocking**

- **The Pomodore Technique**

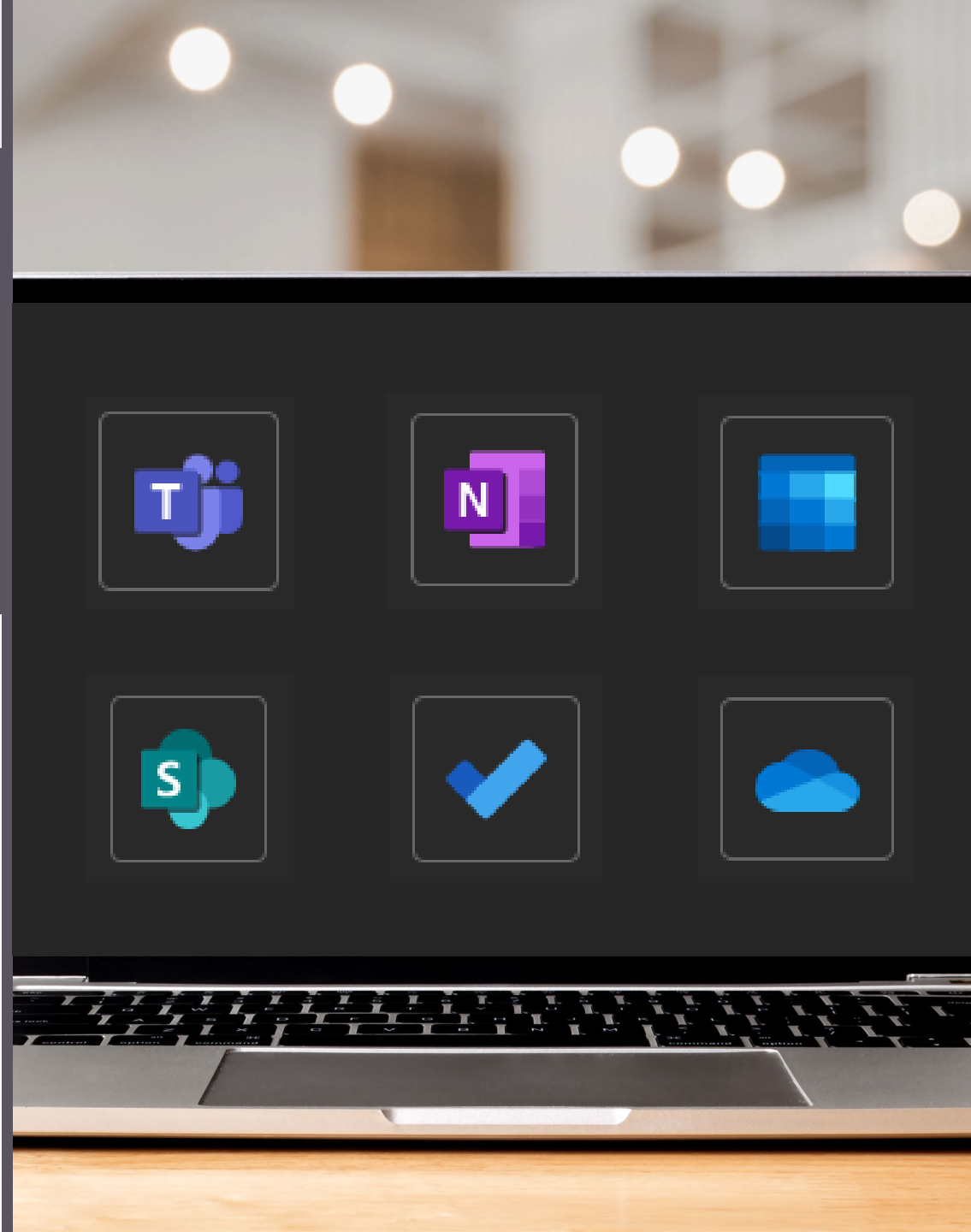- **The Power of "Yes, and…"**

General Strategies For Success

- **Set Boundaries That Work For You**

- **Avoid Multitasking**

- **Stay connected with your supervisor and team**

Communication & Collaboration

Microsoft 365 Applications

- **Teams**
- **OneNote**
- **Calendar**
- **SharePoint**
- **To-Do**
- **OneDrive**

Questions?