

TOP 5 BEST PRACTICES

FOR SUCCESSFUL TELEWORKERS



[GOTRIANGLE.ORG/TELEWORK](https://gotriangle.org/telework)



1

BE ORGANIZED AND PRODUCTIVE

Use online tools for collaboration, to-do lists, and project management. There are lots of free platforms online with reviews of side-by-side comparisons to find what's right for your team.

2

MAINTAIN CONTACT AND STAY ON TASK

Video conferencing is an awesome tool for staying connected and continue virtual face-to-face communication. There are more options every year. Search for the best add-ons for your company and budget.

3

INCREASE HEALTH AND HAPPINESS

Employees who telework rate higher in happiness than those who don't. However, mental and physical health are always important. Don't forget to exercise and eat healthy.

4

MAINTAIN WORK-LIFE BALANCE

It's important to identify time-wasting distractions. (Looking at you, Netflix.) To separate home life from work life, consider defining your designated workspace and sticking to it!

5

ECO-FRIENDLY FOR A BETTER PLANET

By teleworking you are reducing congestion and carbon emissions. (The Earth thanks you!) Continue the good work by using the bus, biking, walking and carpooling.

