

## Tuesday's Daily Special: Telework

AKA Mobile work. AKA Work from home.

One way you can avoid the stress of your commute is to ditch it altogether! Working at home or a remote location, you can get “heads down” time to power through emails and check tasks off your to-do list without the interruptions that can be typical at the office.

This is a commute option that you may not be able to try out on a whim, so talk to your manager and see if it's feasible for you to telework – even just for a Mobility Week experiment.

Ready to try it out? See next page for “**Seven Tips to be a Stellar Teleworker.**”

For more information, tools, and tips for teleworkers and managers of teleworkers, check out our resources online in the [Mobility Toolkit](#).

Working in your PJs today? Share pics of your remote workspace, and tell the world how you rocked “work from home day” using the hashtag #LoveMyRide!

## **Tips for Teleworkers (Quoted from Sources as Noted)**

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1. Make sure you have a designated, distraction-free work space. Turn off all those social media app alerts and set your personal phone line to go straight to voicemail. And let your overly-friendly neighbors and friends know that they should only drop by for a visit during your non-working hours.  
<http://money.usnews.com/money/careers/slideshows/the-10-step-checklist-to-being-a-successful-telecommuter/3>
  
2. Avoid burnout by taking breaks throughout the day. Step outside for a moment or have a quick chat with a friend, and be sure to unplug at the end of your work day. Teleworkers often tend to work more hours than employees in the office. So set a time to “leave work” for the day and stick to it. <http://wahjobleads.com/ten-tips-to-help-prevent-burnout/>
  
3. To keep your productivity level up, create a personalized system of rewards for completing specific tasks or accomplishing professional goals. This will keep your motivation level high and your daily objectives at the forefront of your focus.  
<http://www.searcc.org/recent-news/missing-the-water-cooler-a-recent-grads-guide-to-navigating-telecommuting/>
  
4. Be prepared to miss the social connections previously made in the office. Reach out to colleagues via IM to ease the sense of disconnect and to maintain motivation. <http://mashable.com/2013/07/01/work-from-home-tips/>
  
5. Keep communication with management flowing by providing updates, whether required or not. This will decrease the possibility of mismatched expectations and/or confusion. <http://www.govloop.com/profiles/blogs/top-5-tips-on-teleworking>
  
6. Switch up your location from time to time. Simply spending the afternoon at your favorite coffee shop while completing your work can invigorate motivation.  
<http://www.usatoday.com/story/news/nation/2013/10/01/how-to-be-productive-telecommuting/2903715/>
  
7. Telecommuting will require some technological savvy. There are apps created specifically for telecommuting. Become familiar with what’s available and use this area of technology innovation to your advantage.  
<http://www.entrepreneur.com/article/230993>