Maintaining Accountability and Communication as a Remote Worker During COVID-19

Use this time as an opportunity to shine!

Some of you may be new to working remotely and asking yourself, “How can I keep others informed of my work status?” Here are some quick easy you can demonstrate strong accountability and stay in touch with others:

- Clarify all work expectations with your supervisor.
- Work with your supervisor to prioritize essential work and if things can be held off temporarily.
- Determine in advance how you will communicate with others while working remotely.
- Be certain others know your work schedule and if changes to your schedule need to be made in order for you to meet personal responsibilities. Be flexible with your time and offer to work non-traditional hours to complete work assignments.
- Give your supervisor a back-up telephone number should something urgent develop and you cannot be reached.
- Establish a private workspace where you can work quietly, with fewer interruptions from your household.
- Try your best respond to email and voice mail as you would as if you were in the office.
- Set up online folders using Box or Microsoft Teams to allow you to share your work and collaborate with others.
- Utilize Outlook Calendar to keep others aware of your time, what you are working on, and when you are available. Calendaring can also be used to help you stay on track with your work and meet deadlines.
- Utilize tools such as Zoom or Microsoft Teams to continue to participate in meetings.
- Create weekly work goals for yourself and share them with your supervisor.
- Send a weekly report to your supervisor providing updates on work progress and any questions or concerns you may have.
- Stay in touch with colleagues throughout the week and check-in with them to see how they are doing. Send them note to say Hi.
- Have a little fun and schedule to have a virtual coffee or lunch with a colleague(s) using Zoom or Microsoft Teams.