

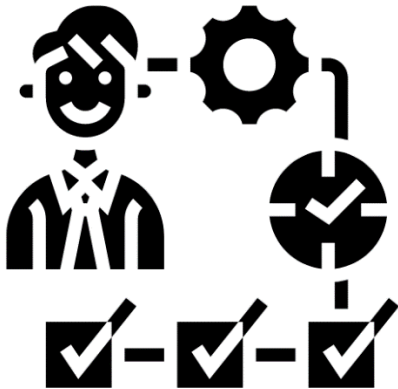


Self-Management

A manager cannot always be present and cannot always watch over your shoulder. You must be able to monitor your own progress and be able to keep track of your assignments and deadlines. If you do not have basic skills of self-management, then you won't be able to function in a virtual office.

Common tools for self-management:

- Make a schedule and stick to it
- Keep a calendar of important dates and deadlines
- Check in with team members periodically to stay in the loop



When to Seek Help

As an employee, we often want to take on more work and responsibilities in order to reflect our job capabilities. We want to be able to show that we can handle a large workload and produce great work in whatever we do. But sometimes we have to admit when we need help and let someone assist us. When that happens, it is important to know who to contact and by what method. Determine at what point you need to contact someone and by what method.

- Projects are piling up or becoming too numerous
- Job quality begins to decline
- Even with time management, projects are not being completed
- When you have no knowledge of a current project or assignment



Organizing and Planning

As a teleworker, you need to be sure that all files and assignments (paper or electronic) are fully organized, which is a critical part of your job. Being organized can boost productivity, reduce errors made, and save time. It is an important part of organization because you need to be able to find what you need to do at all times. Be sure to not have a manager tell you at all times. Be sure to organize your work for each day. Also feel free to use tools such as day planners, electronic calendars, or reminder systems.



Common tips for better organization:

- Create a pattern in your day to organize and plan different tasks
- Keep a calendar or planner with important dates and reminders
- Plan ahead and know what assignments or deadlines are approaching
- Set up your email account to remind you periodically of important dates
- Use a filing/storage that can be adapted in case there are any changes or modifications