

Quick Tips for Staff Working Flexibly

- Be sure you clearly understand your manager's expectations around your flexible work arrangement, including how your performance will be evaluated, expectations around communication, meeting participation, technology requirements, etc.
- Maintain strong communication and accountability with others by being as accessible and responsive to others just as you would be when working traditionally.
- Recognize that this arrangement may only be temporary and it will require review during and after the I-85 Bridge repair and beyond this should you continue working flexibly.

If telecommuting:

- Create a clutter free and well organized work space that is free of distractions.
- Set up and test any necessary technology in advance to be sure that things are working properly.
- Keep to a schedule and manage your time wisely.
- Minimize/eliminate interruptions.
- Make technology your friend.
- Find ways to separate work and home life and practice healthy boundary control.
- Remain flexible with your work arrangement.

Questions: [Contact Emory WorkLife Resource Center](#) at (404) 727-8000.