

# REMOTE WORK SUCCESS

## CHECKLIST



### Avoid Doing These

- **Avoid: Trying to prove you're always working.** With remote work, you may feel the need to prove to your boss that you're working by immediately answering every message that comes your way. The issue with this is that it prevents you from being able to focus for extended periods of time.
- **Avoid: Always being available.** You may feel like you need to be always available to your boss and coworkers. You feel obligated to respond to messages even if they come in during non-work hours. As much as possible, try to avoid responding to messages when you're not working.
- **Avoid: Being hard on yourself.** If you're new to remote work, it's especially important to cut yourself some slack. It's very different than working in an office, and it's going to take you some time to get your bearings. Over time, you'll get better at working from home. In the meantime, don't be hard on yourself.