

# Top 10 Tips for Successful Telework

## Guidance for Supervisors



As of March 2020, everyone who can is teleworking. Nearly 58,000 PA state employees and contractors are logged onto the network from home.

At first, we focused on connectivity – getting everyone provisioned and online while establishing continuity of government operations.



Now we focus on establishing best practices for working from home (WFH) so we can become increasingly more comfortable and proficient in remote work.

The ***Top 10 Tips for Successful Telework*** provides a tool for you and your team to practice teleworking and develop a solid remote work culture.



Visit the telework website at [www.oa.pa.gov/telework](http://www.oa.pa.gov/telework) to find technology resources, telework agreements, and additional guidance for employees and supervisors.

Use these videos as training materials in weekly meetings or as a group discussion to help your team become telework pros.



## Top 10 Tips for Successful Telework

Designate a workspace for focus in your home

Follow your regular work schedule

Communicate frequently with your team

Use the right communication tool for the message

Dedicate time for informal social interactions

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Organize for each work day

Practice using technology tools for collaboration

Remain contactable and responsive

Use Outlook calendar and schedule work

Have meaningful check-ins with your supervisor