



Macomb County Human Resources and Labor Relations Remote Work Best Practices

The world of work is changing. Since 2020, we have seen a transition from the traditional office to remote work -- where workers are logging in from external sites, rather than their office cubicles. This is a brand new experience for many individuals who have honed their skills in person over the years. So in an effort to assist its workforce, Macomb County Human Resources and Labor Relations has prepared a helpful list of best practices that can guide our employees while they continue to adjust to work-from-home policies. Below please find guidance, tips and advice for maintaining productivity and personal well-being outside of the traditional office.

1. Stay connected with your co-workers

Checking in with your co-workers regularly will help strengthen employment relationships, especially if you are not able to see each other in person like you would in an office setting. Messaging software like Google Chat allows you to connect with someone quickly and conveniently. For a more personal interaction, try setting up a video conference, which can assist with discussing difficult topics that may require more of a conversation than a simple response.¹

2. Stick with your routine

Don't skip your normal workday morning preparations just because you're working remotely. Wake up at your normal time, eat breakfast and get dressed just as you normally would when working on-site. It may sound trivial, but this helps you mentally prepare for the workday, minus all the hassle of work hour traffic.²

¹[Good Housekeeping](#)

²[Good Housekeeping](#)



3. Let's move

Sitting all day isn't healthy. Make sure to stand up regularly to stretch your body and move around a bit. It will also allow you to give your back a rest and sit back down with better body posture. A lunchtime exercise routine, like biking, running or walking, can help you get away from your workspace and re-energize for the second half of your day.³

4. Consider your workspace

Set yourself up for success in a place where you can focus on the tasks at hand. Everyone is going to have their own tolerance level for noise, visual distractions and even the size of the workspace itself. If you're someone who works better in a quiet environment, think about a space where you can close a door. If you're constantly being distracted by what's going on outside, turn your desk facing away from the window. Create a designated spot that can help you feel motivated by your environment and ready to take on whatever comes your way.⁴

5. Invest in reliable tech

Any remote worker will tell you that access to consistent WiFi is integral to their success, but there's more to a successful setup than an internet connection. Along with having the ability to take video calls without constant delays and loss of connection, you should consider what tools and technology you'll need to do your job well. For example, many remote workers invest in a great pair of noise-cancelling headphones so that they can take their work anywhere, regardless of background noise. Others find that wireless keyboards, mice, or even a second screen are integral to their work efficiency.⁵

³ [Good Housekeeping](#)

⁴ [Remote Year](#)

⁵ [Remote Year](#)



6. Fight the urge to multi-task

Taking a break and getting a few chores done provides a nice work-life-balance, however, it's easier than you'd expect to get distracted and lose track of time. Try to set reminders for meetings or other workday tasks so you are able to refocus on your work during the day. Working remotely likely allows you more access to TV and streaming services. Consider weighing whether you are able to stay focused while they're on or if they are causing too much of a distraction.⁶

7. Lean on your community

One of the major myths surrounding remote work is that people who don't work in an office are lonely. To make sure that you're feeling supported and connected to the "real world," we recommend becoming a part of a remote community. You can do this either virtually or in-person at a local co-working space or collective. We've found that being surrounded by others who are successfully working remotely inspires beginners to stay the course and remain productive while embracing location flexibility. Consider meeting up with co-workers for lunch or facilitating a virtual touch base to talk about remote work issues and developing solutions.⁷

8. Know when to "log off"

As the world becomes increasingly connected, and as your work life merges with your personal life, finding the right time to log off becomes challenging. Though you may receive emails and chat notifications at any hour, it's important to develop a habit of setting a time when you officially "log off" for the night. The best part of working remotely is having the flexibility to work when you are most productive, so be careful about setting the standard that you are available 24/7.⁸

⁶ [Good Housekeeping](#)

⁷ [Remote Year](#)

⁸ [Remote Year](#)