

## Tips for Working Remotely

If your institution is transitioning to a working remotely workforce, here are tips we shared with our FHLBank Chicago employees to help our Bank transition to a virtual Bank.

### Working Effectively

- Try to plan your remote workday as you would any other workday in the office.
- Be sure to connect with your manager and your team on a regular basis.
- Try to minimize distractions; we know this can be challenging so do the best you can.
- Be respectful of one another's availability and response times.
- Over-communicate with all of your partners; communication is key when working remotely.

### Managing Logistics and Technology

- Create a dedicated workspace that is comfortable and allows you to easily access everything you need to complete your work.
- Check your internet connection to ensure you have a strong Wi-Fi signal or, if possible, connect to your home router using an Ethernet cable.
- If you're hosting a meeting, be sure to test the technology before your meeting to ensure proper functionality. Load materials beforehand and close unwanted/sensitive views before sharing your screen.

### Participating in Conference Calls

- Be sure to dial into meetings on time. If you're running late, don't interrupt the meeting by announcing yourself when joining.
- If hosting a call, be sure to open the call on time. Once the line is open, take a roll call of all participants at the start of the call. Take a quick roll call for new participants when additional prompts signal someone else has joined the call.
- If possible, end the call a few minutes early to avoid participants of the next meeting joining before the current call is finished.
- Manage background noise as best you can. Use the mute button when you're not speaking and remember to un-mute yourself when contributing to the discussion.
- If you are expecting some distraction during a call (dog, child, etc.), let your colleagues/members know in advance.
- PDF meeting materials so they can be more easily viewed on mobile devices.

### Communicating Effectively

- Be clear and succinct in your email communications.
- Remember that a phone call is the best mode of communication in some instances. It's also a great way to stay connected with your team and colleagues!
- Always enable your out-of-office messaging when you will not be available and list a back-up teammate or department mailbox where requests should be redirected in your absence.
- Call your manager or your teammates to provide any updates you would typically communicate in person when working in the office.

### **Staying Connected**

- Set up weekly meetings with your manager, your direct reports, and your team. This helps everyone to stay informed and to provide updates on projects you're working on or challenges you may need support with.
- Continue to connect with peers and colleagues as you would when working in the office. For example, make a plan to hold a virtual coffee break or FaceTime with your team!
- If you've had someone recently join your team, be sure to reach out to them more frequently to ensure they feel a part of the team and to support their onboarding.