

HYBRID WORK TIPS FOR EMPLOYEES



SET UP YOUR WORKSPACE

Find a low-traffic space in your home where you can concentrate. Make sure you have adequate room to spread out your things and work comfortably. Working in a designated, uncluttered space will help you focus and keep a separation of work life and home life.

STAY SECURE ONLINE

ISU Information Technology Services recommends use of the Virtual Private Network (VPN) when accessing your office PC or data stored on the university system via a remote desktop. This creates a secure connection between your home network and ISU. **Click here for more hybrid work technology tips from ISU Information Technology Services.**

ESTABLISH HEALTHY BOUNDARIES

Make sure to take breaks and allow yourself to “clock out” from work at the end of the day. Consider establishing a daily routine, as this will help you stay productive and maintain a proper work/life balance. It’s also important to move your body throughout the day, so don’t forget to stand up, stretch, practice correct posture and look away from your screen regularly.

COMMUNICATE FREQUENTLY

Communicate what you’re working on and speak to your team on a daily basis. There are several ways to stay connected with your team while working a hybrid schedule: emails, phone calls, video calls and instant messages. Outlook calendars and out of office messages are great ways to let people know if you are away from your computer or not physically in the office that day.

BE ACCOUNTABLE

Hybrid work is neither an employee benefit nor an entitlement. The arrangement must be in the best interests of the university, and the university reserves the right to terminate or adjust an employee’s hybrid work arrangement or schedule.