Below are a few suggested steps to successfully work remotely.

**DEDICATED WORKSPACE**
Create a dedicated workspace to focus on work with minimal distractions

**OVER-COMMUNICATE**
Over-communicate to ensure work is done at the same or higher standard as in-office

**UTILIZE TECHNOLOGY**
Maintain personal connections with co-workers throughout the day and remotely access necessary tools through technology (Office365, RingCentral, ScreenConnect, etc.)

**ESTABLISH A ROUTINE**
Establish a routine and stick to it – keep regular office hours and dress as you would if you were going into the office