



Tips for Working from Home

Create a Dedicated Workspace

A dedicated workspace environment and routine is beneficial especially during uncertain times. Carve out some space in a corner of the kitchen, your bedroom, etc. and make it your office. A dedicated workspace can reduce stress and provide a comfortable new routine.

Treat the Day Like It's a Standard Workday

Each morning when you wake up be sure to follow a standard routine and dress for work even though you are staying at home. Research shows that those who follow a standard routine and dress for work despite working remotely accomplish more, have a better sense of purpose, and produce better outcomes.

Use Video Meetings in Your Daily Routine

Video meetings are ideal for holding business meetings, chatting, interacting, and engaging with coworkers and clients. Use your live video feed instead of a profile photo to have virtual face to face meetings which helps dissolve feelings of isolation or frustration.

Don't Worry About the Kids or Background Noise

The rules of business just changed when we were hit with this "stay at home" situation. Everyone you work with or will encounter in video meetings, phone calls, etc. will be dealing with the same situation so don't sweat the small stuff.

Be Flexible and Have Compassion

These are uncharted times and you may personally have some fear, anxiety, etc. now or during the days ahead. That is perfectly normal and know that we are all in this together and we'll get through it together.

Useful UCaaS Features for Remote Working

- **One Phone Number** for voice, text, and fax from any device
- **Video Meetings** allow employees to communicate as easily as if they were in person
- **Chat+ for Collaboration** enables real time chat and file sharing
- **SMS with Customers** and interact with your customers and co-workers from the same collaboration tool
- **Find Me** routes calls to whatever "Find Me numbers" you have specified
- **Presence Manager** allows users to call, check voicemail, listen to recordings, and see who is on the phone, all in one easy interface
- **Mobile Admin** brings full admin feature set and is available from any internet connected device