

COMFORT
Set up a workspace that supports your physical health.

- Find a comfortable space with **minimal disruptions**.
- Use an **external mouse and keyboard**.
- Take **regular breaks** to reduce stress.
- Stand and **stretch often**.
- Minimize discomfort by using your **PC speakers and mic**, instead of headsets.

PRODUCTIVITY
Maximize workspace efficiency.

- Create a **routine and plan your workday**.
- Use **two displays** to improve productivity.
- Keep your **wireless accessories** charged.
- A **wired network connection** provides the best performance.
- When wireless, consider your **distance from the router**.

SECURITY
Keep yourself and your company digitally safe.

- Keep your company's **security features** enabled.
- Limit **personal browsing** on your work PC.
- Only **connect to trusted Wi-Fi** networks.
- Disable, cover, or close your **webcam** when you're not using it.
- Contact **IT immediately** if you see anything suspicious on your PC.

CONNECTION
Maintain personal connections.

- Host virtual **"watercooler" gatherings** for socializing.
- Virtual meetings on camera** can help you communicate more effectively.
- However, feel free to **remain off camera** sometimes to maintain work-life boundaries.
- A **quick call** can be more productive than an email or IM.

TIPS FOR **VIRTUAL COLLABORATION**

- Be present, respectful and considerate
- Consider the audio and visual elements

- When speaking, allow pauses for others to respond.
- Limit multitasking during meetings.
- Dress comfortably. No one expects business attire.
- Be considerate of time zones.
- Monitor the meeting chat tool for comments and questions.
- Position your webcam so your eye level is near the top of the screen.
- Be aware of what is in view around you to minimize distractions and protect privacy.
- When sharing content, share only what you need to.
- Test your audio settings before calls.
- Position content so that you look toward the camera and not toward another screen.