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10 STEPS TO TELECOMMUTING

1

ASSESS YOURSELF

Understand the pros and cons of remote work and review the types of arrangements you could propose that would be a good fit for you and for your employer. Examine whether a full time or part time remote work arrangement is best.

2

ASSESS YOUR JOB

Break down what's required of you in enough detail to address all of your tasks and how they will be completed with your manager during the proposal phase. Download an assessment template at remoteworkinggirl.com

3

UNDERSTAND THE LAW

Review the employment laws for your state and how your company makes sure to comply with those laws in the company policy. A good reference website is <https://www.blr.com/HR-Employment/Staffing-Training-/Homeworkers-Telecommuting-in-Texas>.

4

UNDERSTAND COMPANY POLICY

Find out if your company has a formal remote work program and understand the steps and paperwork required to participate before drafting your proposal.

5

FOCUS ON THE WIIFM

Come up with any mitigation plans to address potential concerns your manager may have. Create a proposal that focuses on addressing these issues before she/he can even think of them. Emphasize the ways your arrangement will benefit your team.

6

REFINE YOUR PROPOSAL

After the initial meeting, take any feedback and work with HR and your manager to revise your proposal if necessary.

7

MAKE IT OFFICIAL

Submit your paperwork being sure to acknowledge any existing company policies. Always have a copy of your agreement on hand and filed with your HR department for reference.

8

BE A SUPERSTAR

Make sure that you under promise and over deliver during the probation period if you have one. Make sure that you are producing more than you were before if it's possible. Stay in contact with your manager as often as possible.

9

STAY BALANCED

Make sure to create an environment that fosters productivity, but also allows you to keep work and home life separated so that you remember to keep balanced. Staying constantly connected can be easier to do when you work remotely.

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INVEST IN RELATIONSHIPS

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For more details, visit RemoteWorkingGirl.com