

A SAN JAC GUIDE TO WORKING REMOTELY

New to working from home? Here are some things to keep in mind.

BE SAN JAC AT HOME

Live our [values](#). Serve our students and each other. Look for continuous improvement.

CREATE THE ENVIRONMENT

At home, create a work space with good lighting and good ergonomics (like a good chair) in a quieter area.

VIRTUAL MEETINGS

Be ready for virtual meetings. Use device cameras to stay connected and focused. Find a quiet place, and be aware of the background others will see. Look professional.

CONNECT AS A TEAM

Stay in touch to avoid feelings of isolation. Encourage each other. Keep each other accountable. Invite colleagues to virtual meetings. Build trust by following through.

LEARN MORE

Sign in to Cornerstone to access the on demand [playlist](#) we created to help you navigate working remotely.

UNDERSTAND EXPECTATIONS

Work your normal schedule. Get clarification on responsibilities and goals from your leader. Be flexible to changes.

CONNECT WITH TECHNOLOGY

Set up San Jac technology at home. Log in with [VPN](#), and use online conferencing [tools](#) like Zoom. Keep Outlook calendars updated to show availability.

MINIMIZE DISTRACTION

Don't get distracted with home tasks or routines. Remove yourself from other distractions. Keep to your schedule.

REMEMBER WELLNESS

Follow your break and lunch schedule. Take short breaks to move and hydrate. Use time you are not commuting to read or exercise. Set personal parameters outside of your normal work schedule to stay balanced.