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.

**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.

**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.

**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.

**LEARN MORE**
Sign in to Cornerstone to access the on demand playlist we created to help you navigate working remotely.