



How to Stay in the Loop

(A Teleworker's Tip Sheet)*

As a teleworker, do you sometimes feel like you're flying beneath the radar? Here are some tips for staying visible even while working off-site.

- ◆ Touch base with your co-workers once a week to see what they're up to.
- ◆ Ask someone in your office to be a volunteer "office buddy" who will agree to email you office news to keep you abreast of what's happening.
- ◆ Be ready to reschedule teleworking days if necessary. People will not always be able to work around your schedule, so you may have to be flexible.
- ◆ Take the initiative to be present at key meetings. If you can't be physically present, arrange to participate via conference call.
- ◆ Share your career goals with your supervisor. Identify next steps and a plan for getting there.
- ◆ Make sure that anyone who needs you knows how to reach you particularly if they have an urgent matter.
- ◆ Watch the tone of your email messages. Without vocal inflections to soften your message, an email can sound more terse or critical than perhaps is meant. Re-read your message for tone before pressing send.

- ◆ Stay in tune with the perceptions of your colleagues and make sure that the teleworking arrangement is working for them as well as for you.

Flexible Work options are terrific. Telework can improve your productivity, create a better work/life balance and take a car off the road on the days when you are working off-site. And if you stay connected with your colleagues and your supervisor while you're teleworking, everybody wins!

*From "How Telecommuters Can Ease Career Congestion," Eve Tahmincioglu, MSNBC.com. (<http://www.msnbc.msn.com/id/21324216>). Tips adapted from Susan Seitel's Telecommuter Survival list (President, WFC Resources (a workplace consultancy)).