For successful teleworking, CDC employees are encouraged to follow these tips.

1. **Be Accessible**
   When teleworking, make it easy for others to contact you.
   - Include the day(s) you telework each week in your e-mail signature, and provide your phone number to your manager and the co-workers you regularly communicate with at the official worksite.
   - Use Lync and VPN while teleworking to retrieve and respond to messages more efficiently.

2. **Limit Distractions and Create an Effective Work Space**
   Staying focused can be a challenge when your alternate work space has distractions rather than the essentials to ensure efficient and comfortable teleworking.
   - Follow CDC’s **Self-certification: Safety Checklist for Home-based Teleworkers** to ensure a safe and healthy environment.
   - Dedicate a space solely for teleworking with easy access to your laptop, telephone, reference materials, printer/copier/fax, papers, and other necessary equipment and supplies.
   - Design and arrange your work area, including your desk, chair, monitor, lighting, keyboard, and other work items, according to your work habits for optimal comfort, health, and productivity.
   - Refer to the OSSAM Workplace Safety/Ergonomic Evaluation Web page for more information.

3. **Maintain Communication**
   Communication is key.
   - Have open discussions with your immediate supervisor concerning telework and to ensure that work assignments and expectations are appropriate.
   - Continue to maintain an open line of communication with your manager, co-workers, and customers as expectations and accomplishments may vary or may need to be altered.

4. **Plan Ahead**
   Be proactive. Do not allow telework to inconvenience or unfairly burden non-participating employees.
   - Spend 15 –20 minutes on the day before you telework to gather files and other items that you need.
   - Take home the appropriate work; some work might be better suited for the home office.

5. **Maintain a Schedule**
   Maintaining a work day schedule at the alternate worksite like the schedule at your official worksite, can help you stay focused when teleworking.
   - Work at the same time each day you telework.
   - Create a structured work plan for teleworking.

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**Helpful Websites for Teleworking**

- OSSAM Computer Workstation Ergonomics Self-Evaluation Web page

- Safety Checklist for Home-based Teleworkers