

# Working Remotely: Daily, Weekly, Quarterly Tasks



## DAILY

### 1. Make sure you've responded to all messages.

You don't have to do this every time a new message or email pops up, but since you're not in an office with everyone else, people can't just tap you on the shoulder if they want something. It's important to be visible and at the very least, look like you're available and responding to questions that your team has (especially if they're urgent).

### 2. Check your meetings at the beginning of the day.

Not only will this help you get ready for the day, it'll also let you plan your lunchtime and stretch breaks (more on that later).

### 2. Stretch and drink water.

You'll probably want to do this a few times a day. Set a timer on your phone or computer to remind yourself!

### 3. Leave your apartment or office.

Go for a walk and leave your workspace for a few minutes to get some fresh air—and rest your eyes!

### 4. Use video for all your meetings.

Default to video for your meetings and encourage your team to do the same—this way, you can see each other's faces and stay connected.

## WEEKLY

### 1. Schedule a 1-on-1 with your manager.

If your manager's already done this, great. If they haven't, make sure to create this opportunity to check in with them on your work and make small talk.

### 2. Meet up with someone in real life.

Ideally this would be someone in your industry (maybe a fellow remote employee), but making the time to see friends and have real-life social interactions would be good too.

### 3. Update your playlist.

No matter what kind of music or podcast helps you work and get in the zone, make a note to update it regularly to keep your tunes fresh and help you stay motivated.

### 4. Do sports and get exercise.

Having a stand desk is great but won't do the trick alone—and staying healthy is super important if you're working from home, where bad habits and laziness can easily creep up. Try to do something that gets your heart racing once a week.

## QUARTERLY

### 1. Review your career path plan.

With so many priorities and projects, it can be easy for your manager to forget about career development for you. Not their fault, but in this case you'd have to be proactive and create these meetings yourself to review your performance. (And maybe even get a raise!)

### 2. Do a personal review.

This is especially important if you're relatively new to remote work. When you're working remote, it can be tempting to just get sucked into the flow of work. So, check in with yourself! Take a look at your habits and your schedule, and see if they're working for you or if you need to make some adjustments.