

## Ten Things for Consideration While Working Remotely:

1. Examine departmental processes and consider modifications.
2. Review policies and guidelines and look for changes or updates.
3. Revise departmental websites and make enhancements.
4. Focus on your professional development. Use IMPACT Solutions E-Learning opportunities. <https://www.wright.edu/human-resources/benefits/e-learning>
5. Take advantage of CaTS information technology training. <https://www.wright.edu/information-technology/training>
6. Organize your e-mail; delete older material, create folders, etc.
7. Start thinking about the performance review process and work on your self-review.
8. Have a dialogue with students who you interact with or supervise and check on their well-being; continue to do so with your work colleagues.
9. Reach out to your partners in the community and identify and discuss relevant issues and how to possibly address them.
10. Consider virtual team building exercises. <https://teambuilding.com/locations/virtual-remote>