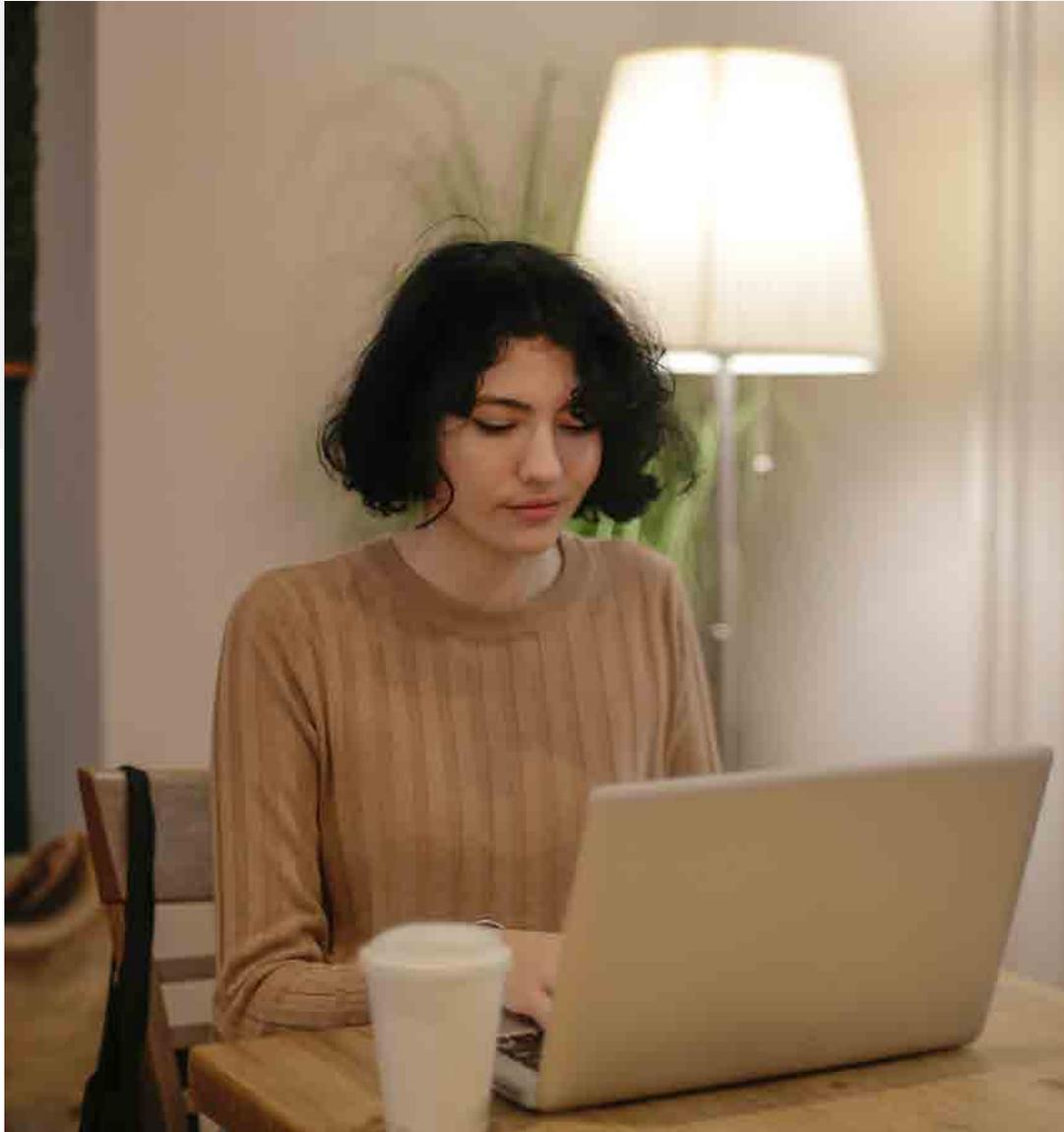




Working Remote



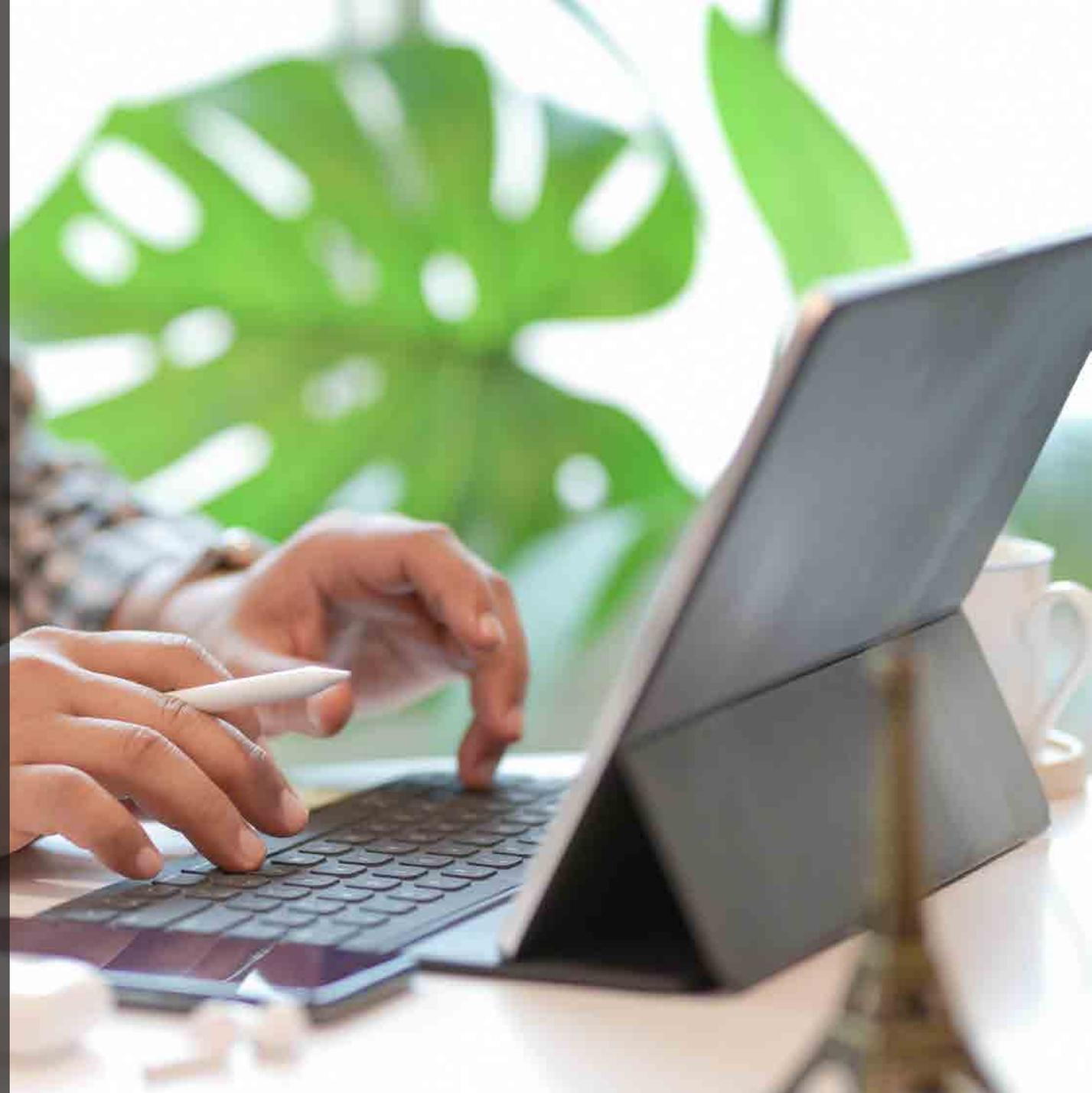
How to set up a workspace in your home

- Create a dedicated workspace.
- Make it comfortable with plenty of light. Pay attention to your eyes. Avoid eyestrain by placing your desktop or laptop monitor just above eye level and an arm's length away.
- Find a room that is quiet and with a door that closes if possible!
- Set up your computer and desk to prevent repetitive-motion injuries. Keep your keyboard and mouse level with where your elbows are when you're seated.
- Find a positive image to inspire you. One that is calming and peaceful.
- Keep the area clutter free!



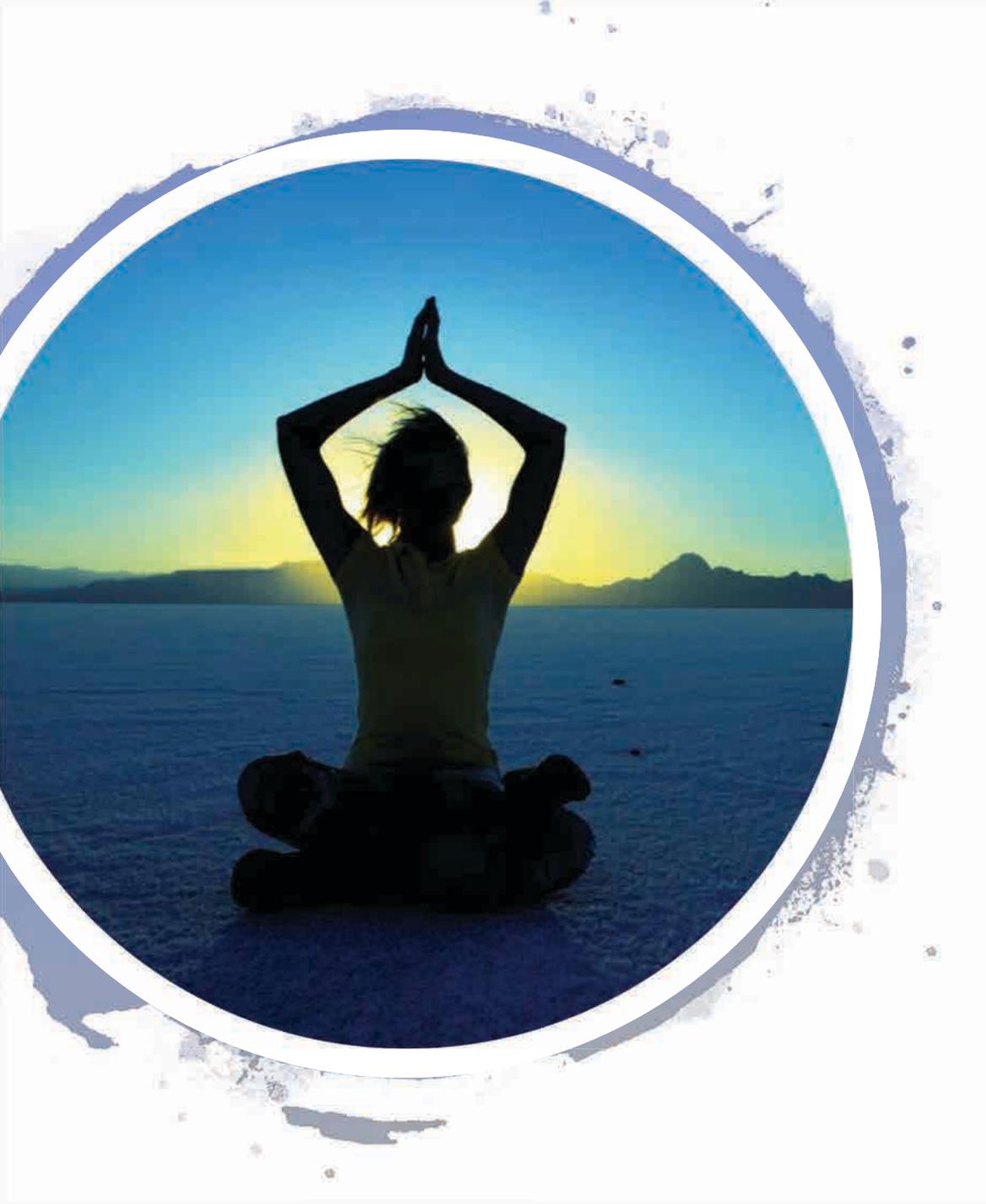
Being productive

- Establish a daily schedule and stick to it as much as possible.
- Get dressed for work!
- Get comfortable with any new technology that can assist you.
- Devote time to do some training to keep your skills sharpened.
- The phone is your best friend.
- Work your pipeline.
- Set goals.



Get organized and be prepared

- Make copies of files at the FH to work on.
- Have pdf versions of everything you will need for an appointment.
- Have digital versions of all merchandise.
- Stock up on envelopes, paper and stamps.
- Have a good supply of your FH's letterhead and notecards.
- Have a supply of your funeral home's vital statistic sheets for your use.
- I cannot stress enough **BE PREPARED!**



Now take care of you

- Schedule “virtual” time with your colleagues.
- Set up reminders to take breaks.
- Surround yourself with positive messages.
- Stay in contact with your FH, family, friends and co-workers.
- Be active! Take walks outside, if possible, for fresh air.
- Have lunch or happy hour remote with your co-workers.



Make the transition to remote work as seamless as possible.

Working away from the office can present unique challenges. Even if you're working time zones apart, we hope these tips for working remotely bring you closer together. What's more, we hope they inspire you to bring your best selves to work every day—even from the comfort of your home.

Be safe, and stay healthy.



Questions

