

# FACULTY TIPSHEET

## Remote Working: Lessons Learned from the Pandemic

The COVID-19 pandemic has changed the workplace and how we work. As we have become adept at using Zoom, Microsoft Teams, WebEx, and other online platforms, these technologies have re-structured our workday, making managing the logistics of remote working tricky. Research has found that the cognitive load of video meetings is higher than in-person meetings. “Zoom fatigue” is real and the university has resources to help. Here are some tips gleaned from a year of remote working to carry forward into the future.

### TIPS FOR VIDEO MEETINGS

1. Schedule meetings with time built into your calendar for breaks. For example, instead of scheduling a one-hour meeting, make it 50 minutes. Be sure to block a time for lunch on your calendar.
2. If you are leading a meeting (or a class) that is longer than an hour, schedule a break so everyone can get up and stretch or take a short walk.
3. Identify a clear purpose for the meeting and have an agenda to help stay focused and efficient.
4. Occasionally turn off your camera when you do not need to be a visible participant. Research has found that “speaker mode” compared to “gallery mode” reduces some of the cognitive demands in video meetings.
5. In order to reduce “Zoom fatigue,” do not multi-task during meetings. Instead, actively listen to others.
6. Depending on your workspace and background distractions, a virtual background can be a great tool.
7. Blue-light-blocking glasses can help reduce eye fatigue from increased online activity.
8. Consider the best modality for the purpose of the meeting and the size of the group involved. Could an email exchange or phone call accomplish the same goal?

### TIPS FOR WORKING AT HOME

1. Focus on good posture while working. Try devising a standing desk so you’re not sitting all day long. Go for a walk during phone calls.
2. Try to set physical boundaries between work and home activities. Set specific times to respond to emails and disconnect during non-working hours.
3. Set aside time for a “Sunday Meeting” to organize your schedule for the week. [go.unl.edu/sundaymeeting](https://go.unl.edu/sundaymeeting) (Activate your National Center for Faculty Development and Diversity membership at [go.unl.edu/ncfdd](https://go.unl.edu/ncfdd).)
4. Use an electronic calendar to help organize your schedule and set reminders on your devices.
5. Schedule time away from your computer and phone during the day to give yourself a break.

### RESOURCES

- New York Times: “The Buy-Nothing Home Office” [go.unl.edu/homeoffice](https://go.unl.edu/homeoffice)
- UNL Center for Transformative Teaching [go.unl.edu/keepsteaching](https://go.unl.edu/keepsteaching)
- UNL Information Technology Services [go.unl.edu/remotesources](https://go.unl.edu/remotesources)