

7 Tips to Stay Visible When Working Remotely

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Although working from home may have many advantages for you in terms of flexibility, it is important to understand that working remotely when others are in the office puts you at a disadvantage. Your co-workers are present to not only do their work, but they also have the benefit of visibility with their managers and leaders.

What can you do to level the playing field?

First of all, you need to understand that advancing your career takes focus and intention. It requires more than doing your best work. And now that you're working remotely, you need to be vigilant about creating the visibility and credibility you need to get the acknowledgement for that work.

Here are some suggestions:

1

Make it your intention to contribute to online meetings. Research the discussion topic beforehand and be prepared to raise your hand and share your ideas and opinions.

2

Take notes during the meetings of what your colleagues have contributed. Reach out to them after the meeting and acknowledge their contributions. Perhaps send an appropriate article on the topic or your follow up thoughts. Keep the conversation going to nurture these relationships.

3

Create a visibility plan. What are some ways you can keep yourself visible? Are there special projects where you can add value? Are there different affinity groups to join?

Maybe offer to mentor others or facilitate a cross-generational networking activity online. Perhaps facilitate a lunch and learn on topics important to your team.

4

Plan at least one office day per month, outside of mandated meetings.

Schedule these days wisely and set up meetings not only with your manager, but key stakeholders and influencers to bring them up to date on your accomplishments.

5

Prepare a weekly status report for your manager, highlighting your progress and results on current projects. This can serve as the agenda for your weekly or bi-weekly meetings.

6

Make sure you have a professional appearance and environment for your online meetings. Otherwise you'll stand out perhaps as being too relaxed when others are working in the office. Your appearance matters. People may make assumptions you're not working hard if you show up in clothes that are too casual and look unprepared.

7

Always stay connected to your value and how your work will help your manager, team, and organization reach their objectives. Look for opportunities to add value and gain credibility.

Remember...

You can still advance your career when working remotely, but it takes your focus and intention to do so.

Let's Connect



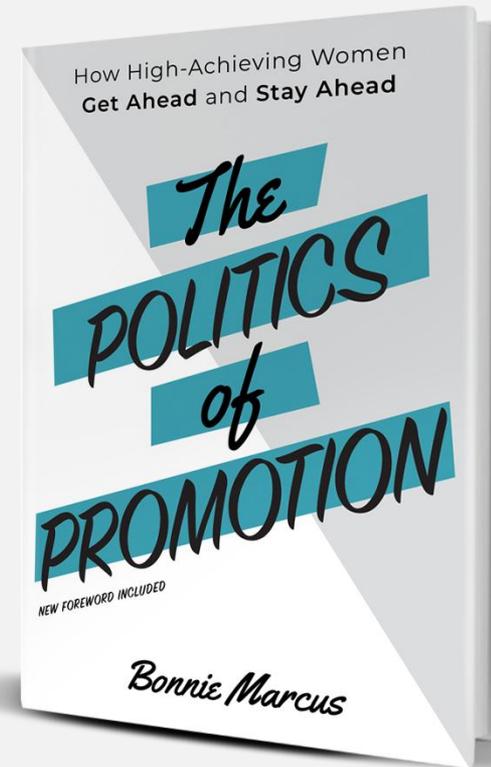
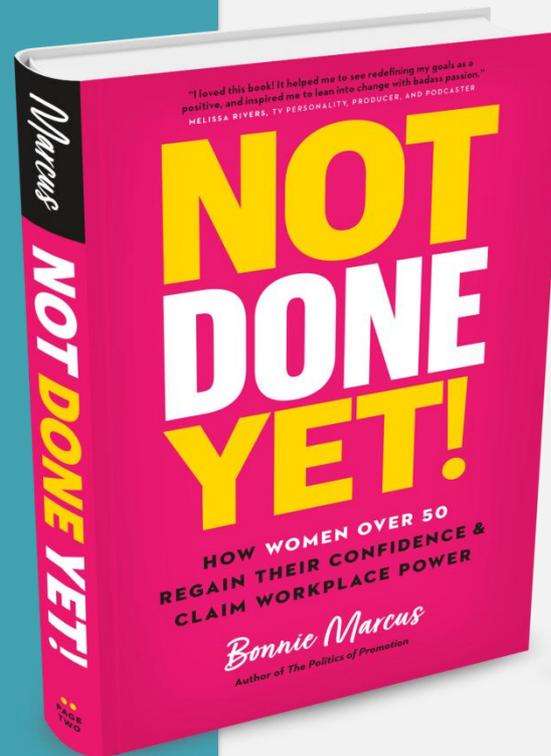
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