

SPEAKING TO YOUR MANAGER ABOUT REMOTE WORK



Highlight the Benefits

Enter your meeting with a list of the benefits a remote work arrangement will have for your organization. This could include potential cost savings, higher morale, improved retention, and increased productivity.



Create a Specific Proposal Plan

Being prepared with a proposal communicates to your manager that you have thoughtfully considered a plan. The plan may include your schedule, ways you will communicate with your team, and how you will accomplish your duties.



Address Potential Challenges to Remote Work and Solutions

Think about the challenges that come with working remotely and how to overcome them. Potential challenges include office coverage, communication, distractions at home, and technical issues. Be prepared to offer solutions.



Schedule a Meeting

Requesting remote work should be done in a thoughtful manner. Identify the best time to schedule a meeting with your manager. Be prepared to dedicate uninterrupted time to discuss your proposal, including the benefits and ways you will solve potential challenges.



Anticipate Manager's Response

Whether your manager says yes, no, or maybe, anticipate how you will respond. Prepare a response depending on the scenario and keep the door open for future conversations. Be gracious and flexible regardless of the outcome.