

Anticipate the Red Flags

Employees who plan to telework should prepare in advance for potential problems that may arise as a result of working from home. Use this worksheet to list any possible issues you may encounter with your team, as well as solutions for each of those issues. The better prepared you are, the smoother your transition will be.



| When working with: | Potential problems could be: | I could avoid or overcome those problems by: |
|--------------------|------------------------------|--|
| My supervisor | | |
| My teammates | | |
| Other coworkers | | |
| Internal customers | | |
| External customers | | |