

# WORKING FROM HOME 101

## Tips from our Team of Remote Workers

*4 tips to help you stay productive and focused all day*



### Keep your routine

- 1** Try and keep to your usual routine. Start your work at the time you would usually begin, whether that's 8 am or 9 am, take a break when you normally would and clock-off at your regular time.

Keeping your routine also means taking a shower or bath and getting dressed every morning. Treat it as a real job. Just because you can lounge around all day in your PJ's, doesn't mean that you should!

### 2 Have a dedicated workspace

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## Stay organised

**3** Working from home certainly involves motivation and self-discipline. Sign up to free productivity platforms such as 'Monday' or 'Asana'. These allow you to set tasks and projects for your working week and can really help you stay accountable and on track.

Working remotely requires a schedule, just as your typical job does – the only difference is that suddenly, you are the only one holding yourself accountable. Once you've established a set schedule, why not share it with your co-workers? A transparent to-do list will give you an extra boost to work through it. Share it with your family too, so they understand your work boundaries and know that even though you're around, you're not free all the time.

## 4 Stay Connected

The sudden and abrupt transition from your workplace to home environment may leave you struggling to become accustomed to your new situation. That's why it's extremely important to stay connected to your co-workers and managers.

Video conferencing platforms such as Zoom and Skype allow for face-to-face interactions with your colleagues and will help you and your fellow workmates to stay motivated. Aside from co-workers, make time to connect with those you love too, such as family and friends. Why not use your lunch break for a quick catch up?