

REMOTE WORKING.

7 BASICS TO HAVE IN PLACE TO INCREASE YOUR PRODUCTIVITY WHEN WORKING FROM HOME.

Working from home or 'Remote working' may be new to you and a bit uncomfortable to start if you haven't done it before. Even setting up your remote workspace can be overwhelming, but it doesn't have to be. Check out these 7 practical tips and tricks to help you become a successful remote worker.



Have a dedicated workspace.

Try to separate work and personal time as much as possible. Setting a dedicated workspace in your home is key to achieving this, as it can help provide a physical boundary between work and downtime.



Set availability hours.

With all communication moved to a digital setting, you will likely be flooded with emails, calls and notifications throughout the day. Create hours for checking your inbox and communicate them to your colleagues so they know when you're available to help them during the day.



Establish a loose day structure and tackle your least favourite task first.

The flexibility of working from home can be attractive, but it still needs some basic structure to be workable. It's a good idea to start the day with your most important and most impactful task. Otherwise, chances are you will end up procrastinating it during the day.



Socialize proactively.

Sustain the team community virtually by proactive social interactions. Start a meeting or e-mail by asking how your colleague and his or her family is doing, post pictures of your home office or organize a remote lunch or Friday afternoon drinks via video.



Advocate for yourself.

Show the progress you have made and broadcast your achievements. Without this, people will not know the impact you have made in the past week. Make sure your team has a weekly meeting to share updates, accomplishments and address any questions.



Take breaks (often!)

Don't feel guilty about taking breaks! They are an important part of managing your energy and necessary for your work. Go for a walk, change your scenery, or do something completely unrelated to your work.



Have a set end to your day.

Commit to "disconnecting" at the end of the day. Resisting the urge to check email and new messages during your time off. Tip: write a quick structure and to-do-list for the following day.



Did you know?

The amount of people who work remotely at least once per week has grown by 400% since 2010. If they could, 99% of people would choose to work remotely, at least part-time, for the rest of their careers.
Source: HubSpot (GetApp and Buffer), 2020