10 TOP TIPS FOR AGILE WORKING

By Colin Stuart

Be Organised

If you're working in different locations, you'll need to be more organised. To carry documents and resources with you, file as much as you can electronically. Dump the junk and get rid of all unnecessary clutter. Use hotboxes, laptop bags or rucksacks to make what you do need, easier to carry.

AGILE WORKING - **THINK AGAIN**

Be Engaged

Working in a separate physical space from colleagues can feel isolating and you may lose a sense of connectivity, so ensure you compensate. Keep in regular contact with your team, plan face to face meetings and social events, and rather than rely on impersonal emails, talk to them regularly on the phone.

AGILE WORKING - **THINK AGAIN**

Be Visible

It is useful to find a quiet corner to get an urgent task done, but don't be tempted to hide yourself away. Agile working is about using the most productive place for the task at hand, but you must also stay connected with your team. Make sure you are 'visible' to your team and line manager.

AGILE WORKING - **THINK AGAIN**

Be Productive

It's very easy when working on your own to spend the day doing non-critical 'stuff' that makes you feel busy. To avoid this, make a list of what you need to do each morning, prioritise it and select the most important tasks to do first. Only tackle the other items when these are finished.

AGILE WORKING - **THINK AGAIN**

Be Focused

Focus on the output your line manager requires of you; this is how your performance will be assessed. Don't be distracted by non-critical items, plan times in your day for dealing with emails, calls and meetings. Let colleagues know when you will be available; platforms such as Lync or Skype allow you to flag your availability.

AGILE WORKING - **THINK AGAIN**

Be Aware

Are you a 'morning' or an 'afternoon' person? Be aware of when you are most productive; flexible working allows you to plan your day to suit you. Do more mundane and easy tasks when creativity is lower. Take breaks, drink plenty of water and eat regularly. You will be amazed how much more you get done by listening to your body.

AGILE WORKING - **THINK AGAIN**

Be Flexible

Agile working only works if colleagues are equally flexible and considerate. Avoid "beach-towelling" a desk or work area, keep it tidy so others can use it. Don't book rooms for a meeting you could hold in the breakout area or canteen. Follow this simple etiquette and there will always be plenty of work areas and rooms available when you need them.

AGILE WORKING - **THINK AGAIN**

Be Comfortable

Wherever you are working, set up a comfortable environment quickly so you don't lose time. Learn how to adjust the chair, sit square to the desk and try not to hunch, especially when using a laptop. Learn how to use and adjust screens and keyboards. Don't be afraid to ask your organisations occupational health team for advice. It is important to sit comfortably.

AGILE WORKING - **THINK AGAIN**

Be Active

Agile working means you can work wherever is appropriate, allowing you time to be more active, which helps you stay alert, productive and healthy. Aim for fewer, more productive hours rather than working late when you are feeling tired, sluggish and lacking in energy. Take regular breaks and socialise over coffee and lunch – eating at your desk makes you less productive!

AGILE WORKING - **THINK AGAIN**

Be Equipped

Making proper use of the right equipment will maximize your ability to work flexibly. Understand what hardware and software your organisation is using and attend any training offered. Learn how to access your files remotely, and keep in touch with your team using communications software such as Skype for Business or Microsoft Lync.

AGILE WORKING - **THINK AGAIN**