



LENNON & MCCARTNEY BLACK & DECKER ABBOTT & COSTELLO
GATES & ALLEN SONNY & CHER THELMA & LOUISE
LAVERNE & SHIRLEY HOWARD & ROBIN LONE RANGER & TONTO MICK & KEITH
CROCKETT & TUBBS THEISMANN & MONK WAYNE & GARTH
VENUS & SERENA MADISON & JEFFERSON SIMON & GARFUNKEL
COLLABORATIVE SOLUTIONS & WORKDAY
BATMAN & ROBIN SERGEY & LARRY ADAM & EVE BEN & JERRY
CARROLL & BOB WASHINGTON & HAMILTON
FRED & GINGER HOLMES & WATSON ROCKY & BULLWINKLE
LEWIS & CLARK BO & LUKE DAVE & ANEEL
BARNUM & BAILEY SISKEL & EBERT LUCY & RICKY WALTER & JESSE
WILBUR & ORVILLE PROCTER & GAMBLE
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Remote Working Toolkit

Remote Work Best Practices



Remote work provides a unique & exciting opportunity: with just a few tweaks to your homelife and routine, your productivity and personal well-being can be maximized.


This document recommends best practices for optimizing your working-from-home experience.



ORGANISATION



Proactively set and document goals, deliverables and timelines on a regular basis.



Structure your recurring meetings in advance, targeting the completion of set goals.



Establish a work-from-home start & finish time and share working expectations with your managers, clients, and project team members.



Structure regular touchpoints to replace social workplace interactions.



Encourage regular check-ins to replace coffee breaks to increase morale and boost productivity.



Establish a routine and prepare getting ready for a day working from home as you would for coming into work.



Schedule time to complete chores outside of working hours.



COLLABORATION



If possible, enable video for your meetings. Video helps establish presence and connection with your meeting participants.



If you are leading the session, assign a moderator to establish ground rules and to take notes.



Ensure meetings have a clear goal and agenda. Pre-reads should be sent out in advance.



Be mindful of others on calls, provide the platform and the confidence for quiet or reserved attendees to speak up.



Document and circulate concise, detailed notes after each meeting.



WELL-BEING



Regularly check in with team members to avoid feelings of isolation and loneliness.



Make time for breaks, lunch, and exercise when you can.
Be aware of potential signs of burnout in yourself and in others.



Recycle your commute time into something for you, examples may include more time with your family or taking up a hobby.



Make space between business calls to catch up with colleagues on a personal level.



Standardize your new remote routine and remember to switch off at the end of the day.



WORKSPACE



Confirm hardware setup: laptop/desktop with microphone and webcam, headset, & mobile.



Consider upgrading hardware, like your monitor and wireless mouse to enhance your working experience.



Use high-speed, hard-wired, reliable internet with both fast upload and download speeds.



Proactively install communication software that will support interacting with management, clients, and project team members.



Designate a separate, quiet workplace that will minimize audible and visual distractions.



Invest in a comfortable desk and chair. Your back will thank you!



Play music in the background if it helps you to focus.

