

# MY HOME IS MY OFFICE

OUR TOP FIVE TIPS FOR REMOTE WORKING

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### 1. Make a routine:

Having a clear routine gives us structure and enables us to be productive – and that’s doubly true for working remotely! Don’t hesitate to block times in your calendar for work, lunch and personal activities. And then make sure you stick to this routine as closely as possible.

### 2. Create a productive workspace:

Putting together a productive workspace is key to being effective while working remotely. A dedicated work area really helps to separate work and home life, and reduces the inevitable distractions related to working remotely. A room or private space that can be separated by closing a door is the ideal situation.

### 3. Limit distractions:

Don’t place your private mobile phone on your workspace, and if your family is at home while you’re working, make an agreement about when and how it is appropriate and respectful to disturb you while you’re working.

### 4. Get connected:

Chat with your co-workers! Working remotely can sometimes feel lonely, especially if you’ve never done it before. It’s perfectly fine to goof off with co-workers for a few minutes on a call. Think about arranging a virtual coffee break with those colleagues you’d normally share an office with. Please do not use the video option to help us conserve our server capacities.

### 5. Stay active:

Get dressed in the morning like you’re going into the office – it’s a small thing but can already give you a boost. Exercise before, during or after work is also beneficial for mental and physical health, and can help you to stay focused on your work.