10 Tips for Working Remotely

Dedicate a Workspace
This will make it easier to stay focused and separate your work life from your home life

Create a Comfortable Environment
Have a computer that meets your needs, a desk, an ergonomic chair, and plenty of light

Set Clear Boundaries
You need to be able to work without distractions to maintain maximum productivity

Keep a Consistent Routine
Humans strive on structure, so find a routine that works for you and stick to it

Stay Connected with Colleagues
Tools like Skype, Slack, and Zoom will help you stay connected and fight feelings of isolation

Take Breaks
Taking breaks will help you feel refreshed and ready to tackle your to-do list

Let Managers and Colleagues Know Your Availability
More guidance means fewer misunderstandings, ensuring your team stays on track

Share Your Progress
Project management tools and email can help you keep others informed

Be Responsive
Communicate expectations and timelines for replies

Ask for Feedback
Make sure to ask colleagues and managers for feedback on your remote working situation

Brought to You By: Strategy1st