

HOW TO REMAIN PRODUCTIVE WHEN remote working



SET HOURS



Set your working hours and ensure that your personal schedule does not conflict with that of your boss.

Be strict with lunch and break times and try not to schedule any personal appointments for during working hours.

DESIGNATE A SPACE

Commit to an area where you can work without interruption but also a place you can 'log off'.

Keep boundaries between work and home, it's very easy to fall into the trap of checking emails whilst walking past your laptop on your way to bed!



GIVE YOURSELF A BREAK



Many of us just 'crack on' but it's extremely important to schedule breaks to get up, walk away from your desk and give yourself some air – not forgetting grabbing some lunch.

PLAN THE DAY

Don't procrastinate. To-do lists are great for rationing out your time and ensuring you stay on task.



SELF CONTROL



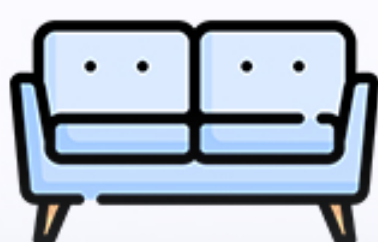
Exercise self-control, stay off the internet during work hours (unless of course it's work related)

KEEP COMMUNICATION

It's very easy to be pulled into the misery of isolation so remember to proactively reach out to your colleagues and customers, don't rely on them to contact you.



finally... SWITCH OFF!



When the day is done, shut your computer and walk away – just like you would in the office.