

# TIPS FOR REMOTE WORKERS

## FIGURE OUT A SCHEDULE THAT WORKS FOR YOU

Set yourself regular working hours.

### GET SOME STRUCTURE IN PLACE

Plan out what tasks will take priority during your week. Schedule time on your calendar for the things you need to get done.

### DESIGNATE A WORK SPACE

Invest in a dedicated work space (not your kitchen table).

## TRY WORKING IN A PUBLIC SPACE

A change in scenery can do wonders for your productivity. If you aren't being productive at home, try a coffee shop or a library for a day.

### DON'T WORK IN YOUR PAJAMAS

Getting dressed in the morning is a great way to start your day off right.

### TAKE ACCOUNTABILITY

Communicate any problems you encounter immediately with your Manager, Client, or Team so they can seek extra resources if need be.

### AVOID DISTRACTIONS

There are always other things to be done when you are at home, but it's best to put those off until after your scheduled work hours.

### TAKE REGULAR BREAKS

Schedule time into your day for lunch or to go take a walk outside.

### EMBRACE VIDEO CALLS

If possible, supplement email with frequent video or voice interactions.

### DRINK WATER

It's important to stay hydrated. Keep water on your desk at all times. And make sure you refill it when it's empty!