



PRODUCTIVITY TIPS FOR REMOTE WORKERS

Develop a morning routine

You would have a morning routine if you worked from an office, so why not have one when you work remotely? Freshen up, get out of your pyjamas, and make your morning coffee. Developing a morning routine and sticking to it prepares you for the productive day ahead by starting you off on the right foot.

Have a dedicated workspace

Whether it's at a desk, your kitchen table, or your favourite cafe, having a dedicated space for your work, or a few that you bounce between is a remote work essential. Reduce the chance of distractions by keeping your workspace away from your bed, your TV, and anything else that might distract you from the tasks at hand.

Optimize your desktop

Spend time optimizing your workspace. Bookmark the sites you visit most, download desktop apps for your favourite applications, and do whatever else you need to in order to make your job easier. If you simplify your work-flow, you'll make your day-to-day work life easier.

Todo lists are your best friend

When working from home, you don't always have managers or coworkers keeping you on track. You need to be self-sufficient. One great way to keep track of your duties is with to-do lists. However, there are dozens of other ways you can stay on track. Try out a few different methods until you find the one that works best for you.

Take breaks

You'd think you'd get more done without co-workers around, but that's not necessarily the case. While working from home, it can get lonely and a bit draining. Taking a break every hour or two can help you stay productive throughout the day and allows you to come back to your work with fresh eyes.