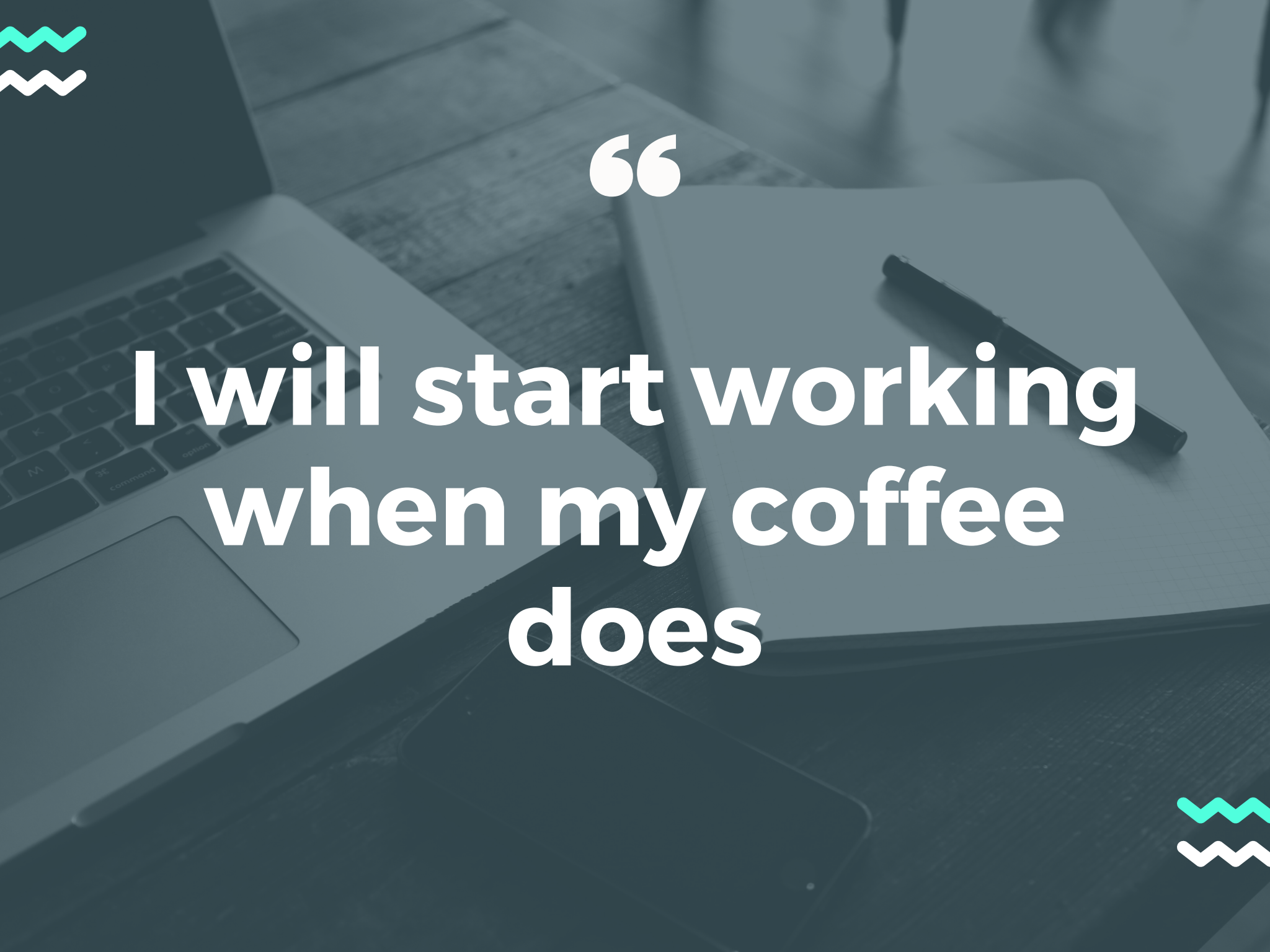


How to be productive working remotely





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**I will start working
when my coffee
does**



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Working remotely

The recent spread of Covid-19 led many employers to make critical decisions about remote working.

Even with remote working not being something new, working entirely from home can be challenging and unproductive for many people. Print Solutions has put together some tips to help companies and employees make remote working easy and more productive for you and your company.



But, how to be more productive?



The key to successfully managing remote working is to make it work for you. With a certain amount of self-discipline it will become easier with time.

Implementing a space to be your own work place is a good start, it will help to tell your mind that when in this work space this is where you work productively.

Create a routine



Working from home still means you're working. Don't forget to create a routine that motivates and triggers you. Waking up at the same time each working day can help you to have a good breakfast or practice an exercise to kick start your body and mind.

Get dressed, get ready and start your daily routine.

Structure your day



By structuring your day and creating a list of tasks you can give priorities to the right activities. It helps you get organised and motivated and your list means you don't feel overloaded. You can use a google calendar to set reminders, a task software to keep tracking your progress or just write on a notebook.

If your mind is organised, you'll feel more comfortable and productive.

Avoid distractions



When working from home you can become your own distraction or get caught being on calls all day with colleagues. **Create a schedule for everything and make this schedule visible for your co-workers**, family members or roommates.

Your time and contribution has a worth, maintain regular work hours and know when to stop working!

Communicate with your team



Even if it seems like it, working from home is not a solitary activity. It involves interaction with colleagues and others in order to collaborate and complete tasks. **Technology is your friend** and there are a big variety of apps that can help minimise distance without people's email inboxes getting clogged up.

Choose the right app for you and for your company and make communication easy when you're apart.



Kim Mok

Global Content Lead, Google Primer

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**Talking face to face can
help collaboration, so
consider videoconferencing
for these moments**



Take care of your mental health



It's really important to ensure your mental wellbeing is a priority both in work and out of it. Mental health is entwined in everything we do, from family, to work, to life. Look after yourself.

**CLEAN YOUR
WORK AREA**

**STAY
HYDRATED**

**TAKE BREAKS,
WALK AROUND
AND STRETCH
YOUR BODY**

**EACH NIGHT,
MAKE SLEEP A
PRIORITY**

**INCLUDE
EXERCISE IN
YOUR ROUTINE**

**GET OUT FOR A
WALK**

**SPEND A LITTLE
TIME IN THE
SUN**

**VIDEO CALL
PEOPLE YOU
LOVE**

Continue to follow HSE guidelines. If you do feel unwell, self-isolate and call your GP for advice

Top work based **apps**



Microsoft Teams

Invite everyone you work with to chat, meet, call and collaborate all in one, no matter where you are.



Zoom

Boost employee and customer engagement with a unified platform for meetings, webinars, conference rooms, phone and chat.



Slack

With all of your communication and tools in one place, remote teams will stay productive no matter where you're working from.

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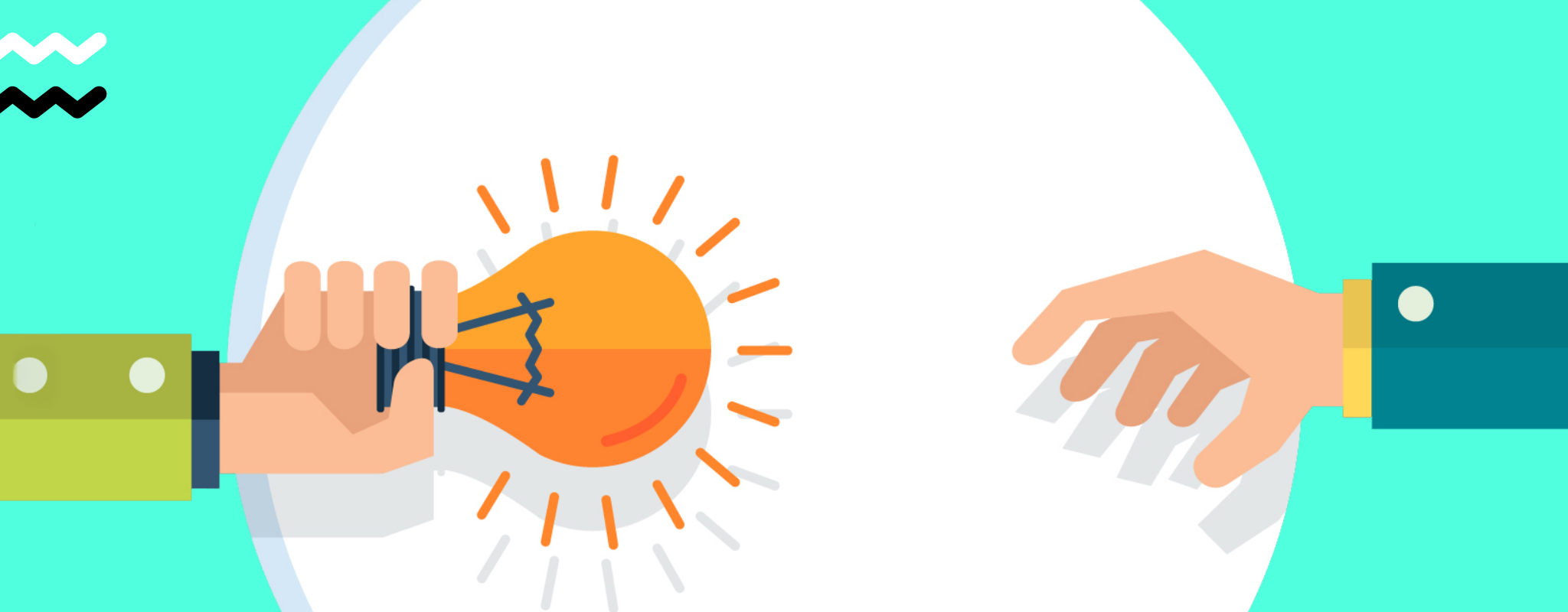
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USEFUL FOR THEM!**



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