

# Are you ready to start working remote?

Remote working can be challenging and incredibly freeing at the same time. You need to be more self-motivated and organized than when you're in the office.

In an office setting, you likely have your manager sitting nearby and regular in-person meetings and check-ins with them or your coworkers. But when you're miles away, you need self-discipline to stay on track, connected, and meet your deadlines.

Here are some pointers to help you stay productive and engaged while working from home.

## **1. You should prioritize clear communication when emailing and messaging your leaders and coworkers**

It's much harder to swing by your leader's or a coworker's desk to ask any questions there are about a request, so make sure to include any relevant details and context along with any communications you send. Be intentional and specific with all of your communications.

## **2. It's still important to have a morning routine**

If you're struggling to get going in the mornings, it might help to create a routine.

When working from home, you may not take time to do your full morning routine, including hair, makeup, and business casual attire however, how we look can directly impact how we feel. Without a routine of some sort, your mind can struggle to wake up and engage.

Have some kind of morning routine, like changing clothes, taking a shower, or going for a walk around the block. Doing so can be incredibly effective in helping you get into work mode quickly and increase your productivity throughout the day.

## **3. Make the most of organizational and productivity tools**

One of the most important qualities of a successful remote worker is organization. With the increased flexibility and decreased structure, it is incredibly important to stay organized.

If your role allows, make use of your calendar. If possible, set and take your regular breaks throughout the day and block time at lunch. By blocking out breaks on your calendar, it arms you for a productive workday, as well as equips your team to connect with you when you can be most present.

## **4. It's crucial to find or create a space where you can focus on your work**

Whether it's a whole room, or just a nook, have a designated home office area, this way, you're not clearing away daily household clutter to create a place to focus on work.

Working in this set space sends a physical cue to your body to focus, and it's also a visual cue to everyone else in your household that work is your primary focus in that moment.

## **5. Avoid overanalyzing social cues while communicating with your team**

When working in a remote environment, there's little body language to read, and there are very few chance meetings where casual discussions can reinforce working relationships.

Have a positive mindset and assume the best of people. Assume everyone is doing their best and that mistakes happen. This way, instead of jumping to conclusions, this helps to focus on fixing the mistake and learning from the experience as a team, rather than developing distrust or suspicion.

## **6. Separating yourself from distractions or other people around you while you're working is an important boundary to set**

Distractions are a major pitfall for productive remote work. You will excel in a remote environment if you are able to manage distractions and remain focused on your work.

Common distraction points may include kids, spouses, social media, and TV. It's important to remind family that just because you're at home doesn't mean you're available to talk and socialize.

When you notice yourself losing focus, take stock of what is distracting you and brainstorm solutions to get back on track. This will help you to maximize your 'on' hours and 'shut off' when the workday is over.

## **7. Combat loneliness**

It's easy to feel some loneliness when working alone all day. To combat this, try listening to news or talk radio. Have the radio on in your living area but away from your main workspace. Then, when you take a break or have your lunch, listen to the news and discussions, which can help you feel more engaged.