

WORKING FROM HOME 101:

The Complete Guide to Remote Work

With today's advances in technology allowing those with a stable internet connection and proper resources the means to work remotely, employers and employees alike are opting to take up this more flexible approach to working.

10 Tips for Employees to Work From Home Efficiently



1. The Right Equipment

There are many innovations in technology that will make remote working life much easier so it's worth regularly researching what is out there to aid you.



2. Designate a Space for Work

As much as you might want to wake up and work directly from the comfort of your own bed, in the long term it's not going to aid in your productivity.



3. Set Yourself Working Hours

Set some rigid working hours where you shut everything off and focus on the work that needs your attention.



4. Get Some Structure in Place

Structure your workday by planning out which tasks need to take priority and how many hours you are going to spend on each job.



5. Communicate Like Never Before

It is beneficial if you can supplement email or text communication with frequent face-to-face and voice interactions depending on what type of discussion you are having.



6. Use Flexibility Wisely

You know better than anyone when you do your best thinking and working so take advantage of it.



7. Track Your Progress

It stops procrastination problems such as internet browsing, as you are aware that the screenshots are sent directly to your employer for review.



8. Avoid Distractions

There are always other household errands that need doing, but you are best to put those off until after your structured working hours as if you were not at home.



9. Take Accountability

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



10. Take Breaks

At home you don't have the cues for lunch breaks or time away from your desk that rejuvenate you ready for the next challenge, so you need to schedule that time in.