



SUCCESS GUIDELINES FOR WORKING REMOTELY FROM A USER PERSPECTIVE

Be the most productive while working from home


softchoice

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1. START EARLY, START RIGHT AWAY

- Pretend you're working in an office
- Get up. Shower. Get dressed. Apply makeup if you usually do.
- Use the quieter time of the morning hours to dive into getting things done

2. HAVE A DEDICATED WORK SPACE

- Set up a space that's separate from the rest of your home – helps you get into the work frame of mind
- Don't work in areas of the home or in places that you associate with relaxation such as the bedroom or sofa
- Keep your workspace neat and tidy
- Have a comfortable chair

3. STAY CONNECTED USING TECHNOLOGY

- Use instant messaging and video calling to keep things real and stay connected with others
- Make every call a video call whenever possible. This helps keep things "real" and motivates you to get up, get dressed and put your work face on.
- Be "present" when interacting via video and don't multitask. Pretend you're face-to-face in person.
- Be mindful of what you're wearing, especially for video calls. Sweatpants are associated with exercise or lounging. Business casual attire will make you feel like you're "at work."
- Ensure there are no distractions in the background of your video call such as pets, children or other family members
- Use sound cancelling headphones, especially if you have children or dogs at home
- Be responsive and reliable with your manager and coworkers



4. STRUCTURE YOUR DAY LIKE YOU'RE IN THE OFFICE

- Manage your time wisely to avoid losing focus and burning out
- Stay on schedule
- Work when you're at your most productive
- Motivation flows in and out through the day. It's important to understand when you feel most motivated and schedule your tasks around that.
- Tackle the most difficult tasks when you feel most motivated and save the easier ones for when your motivation is lowest
- Take advantage of MyAnalytics and [Focus Time](#). The focus plan in MyAnalytics helps you set aside regular focus time for your top-priority work by regularly scheduling 1-2 hours every day to focus, with an option to book that time automatically. During the booked focus time, it silences chats in Teams and in Skype for Business. For more information, [visit this link](#).

5. STAY OFF SOCIAL MEDIA

- Make it hard for yourself to access and check social media throughout the day
- Sign out of your accounts if you have to
- Set aside time for social media limited to lunchtime only



6. SET REALISTIC DAILY GOALS

- Don't overestimate how much you can realistically accomplish in one day or how long tasks will take
- Set daily goals such as things that must get done today, things that you'd like to get done but are not critical and things that need to get done but have no set deadline
- Communicate with your manager/team your weekly or daily goals to help you focus and stay on track

7. TRY SCHEDULING CALLS DURING THE AFTERNOON HOURS

- Some people feel most productive in the morning when it's quieter and there are less distractions and interruptions. Scheduling calls and meetings with others for the afternoon when you've officially "woken up" and have been working for a few hours helps productivity and collaboration.



8. SET CLEAR BOUNDARIES FOR FAMILY MEMBERS

- Communicate expectations with anyone who will be home with you such as rules around interruptions. For example, headphones on or door closed may mean “I’m on a call and you must not interrupt me” or “I’m busy and do not wish to be disturbed.”
- Don’t use work hours to schedule appointments for family members, place online orders, etc. Family members need to respect that just because you’re at home, you’re not “free”. Work time is still work time.



9. TAKE BREAKS

- Stand up, stretch, get away from your desk
- Take the dog for a walk
- Resist the urge to use your break to do housework



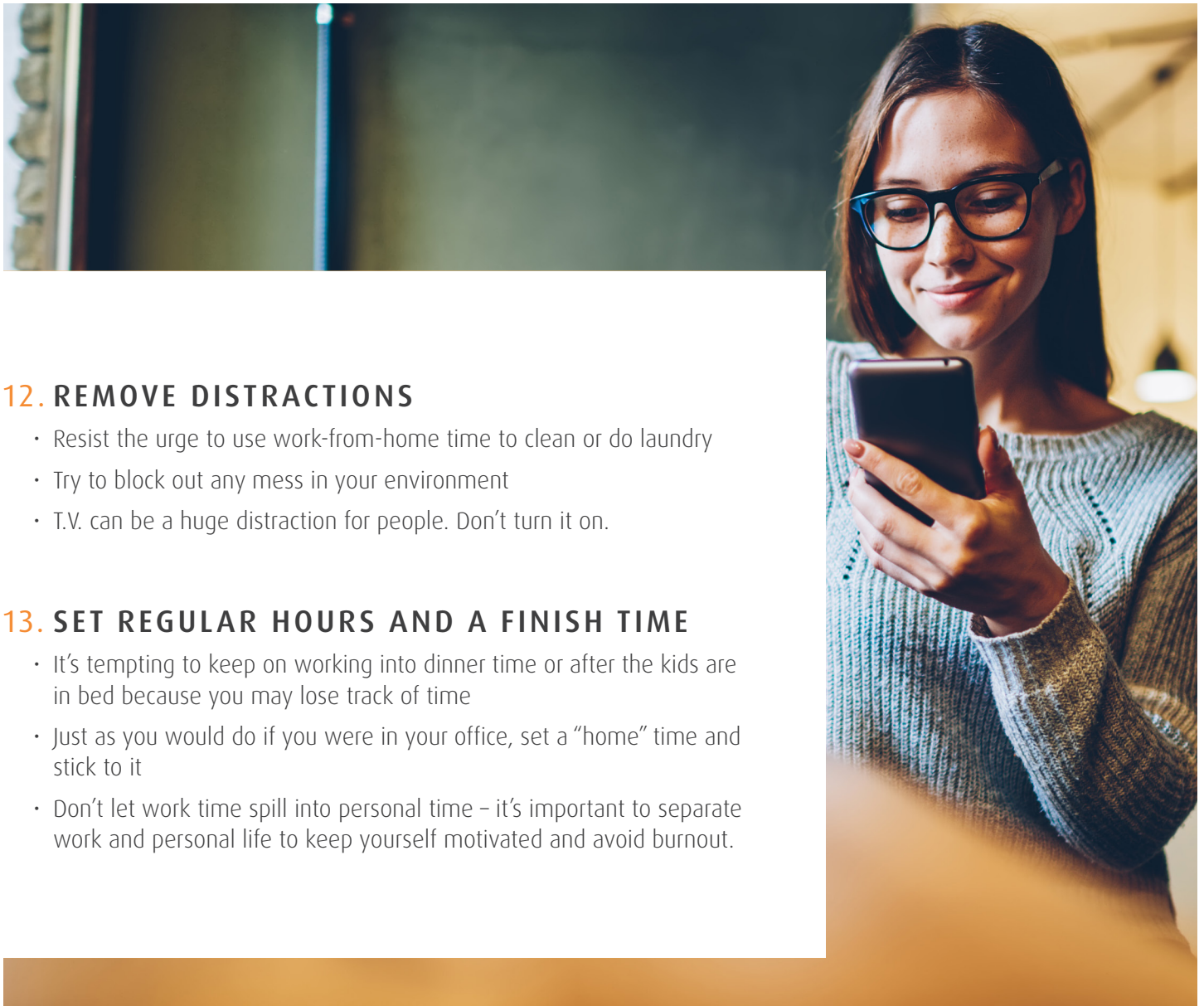
10. INTERACT WITH PEOPLE

- Communicate and collaborate with coworkers or meet a friend for coffee or lunch

11. DON'T FORGET ABOUT SNACKS AND LUNCH

- Make healthy choices to fuel your body
- It's easy to skip meals during the day so have some healthy options available
- If it helps, prepare snacks or meals the night before so that you take the time to actually eat
- Drink water





12. REMOVE DISTRACTIONS

- Resist the urge to use work-from-home time to clean or do laundry
- Try to block out any mess in your environment
- T.V. can be a huge distraction for people. Don't turn it on.

13. SET REGULAR HOURS AND A FINISH TIME

- It's tempting to keep on working into dinner time or after the kids are in bed because you may lose track of time
- Just as you would do if you were in your office, set a "home" time and stick to it
- Don't let work time spill into personal time – it's important to separate work and personal life to keep yourself motivated and avoid burnout.

