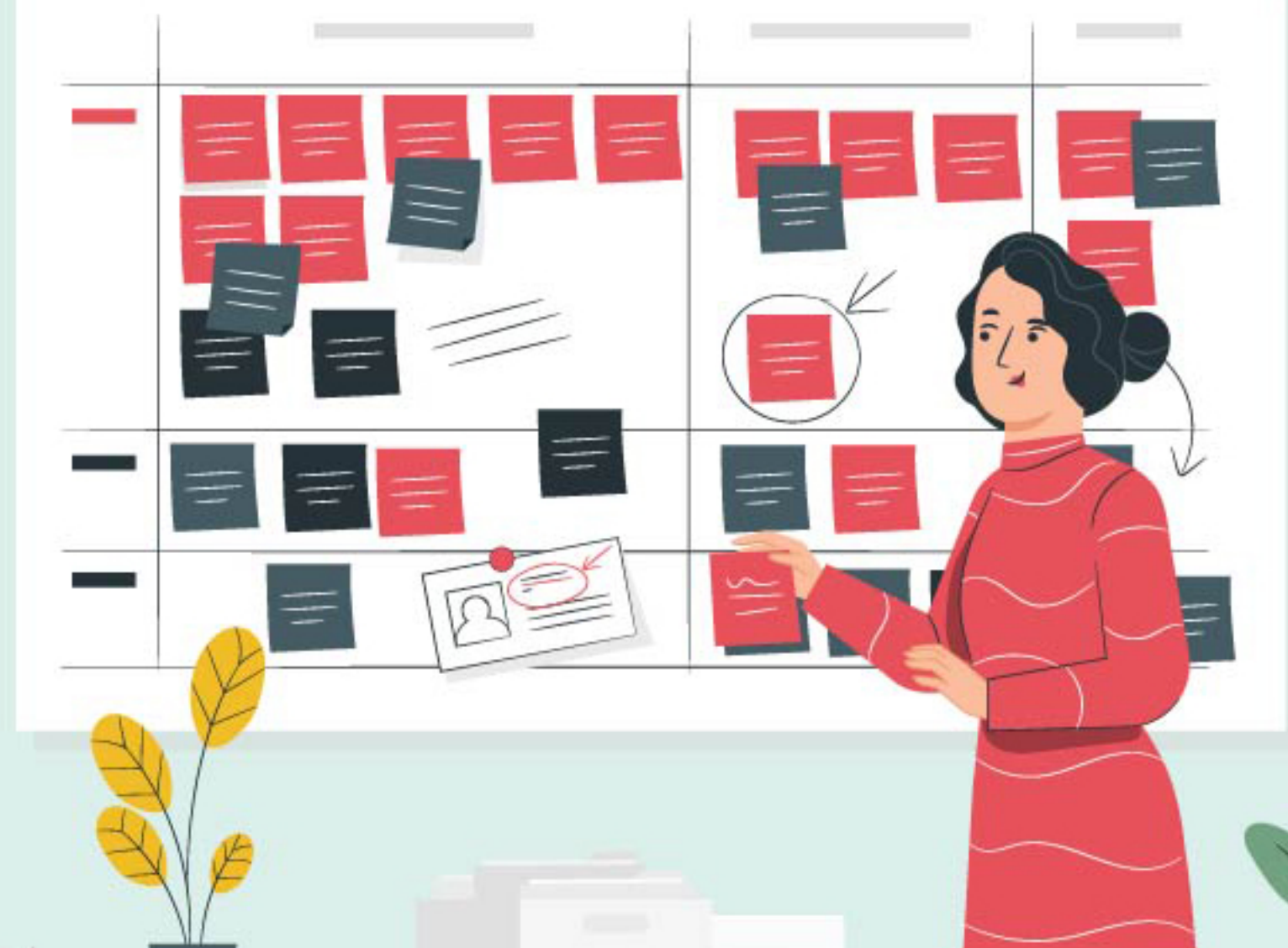


11 TIPS TO SURVIVE WORKING REMOTELY

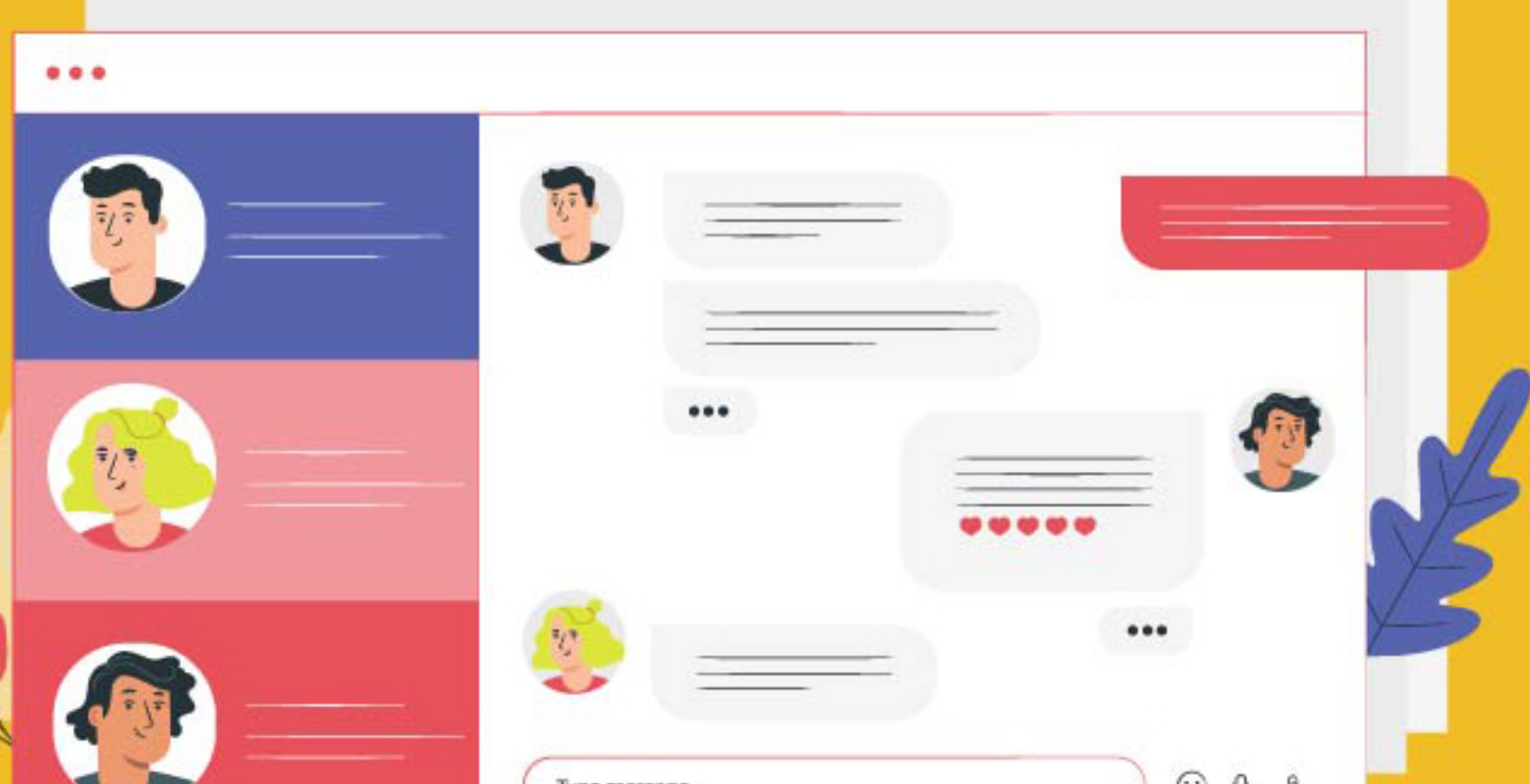
SET A SCHEDULE

This will help add structure to your work days and keep you on track. It's also important to remember to take breaks!



GROUP MEETINGS TOGETHER

This will allow longer stretches of uninterrupted time for you to focus on the work instead of video meetings and calls.



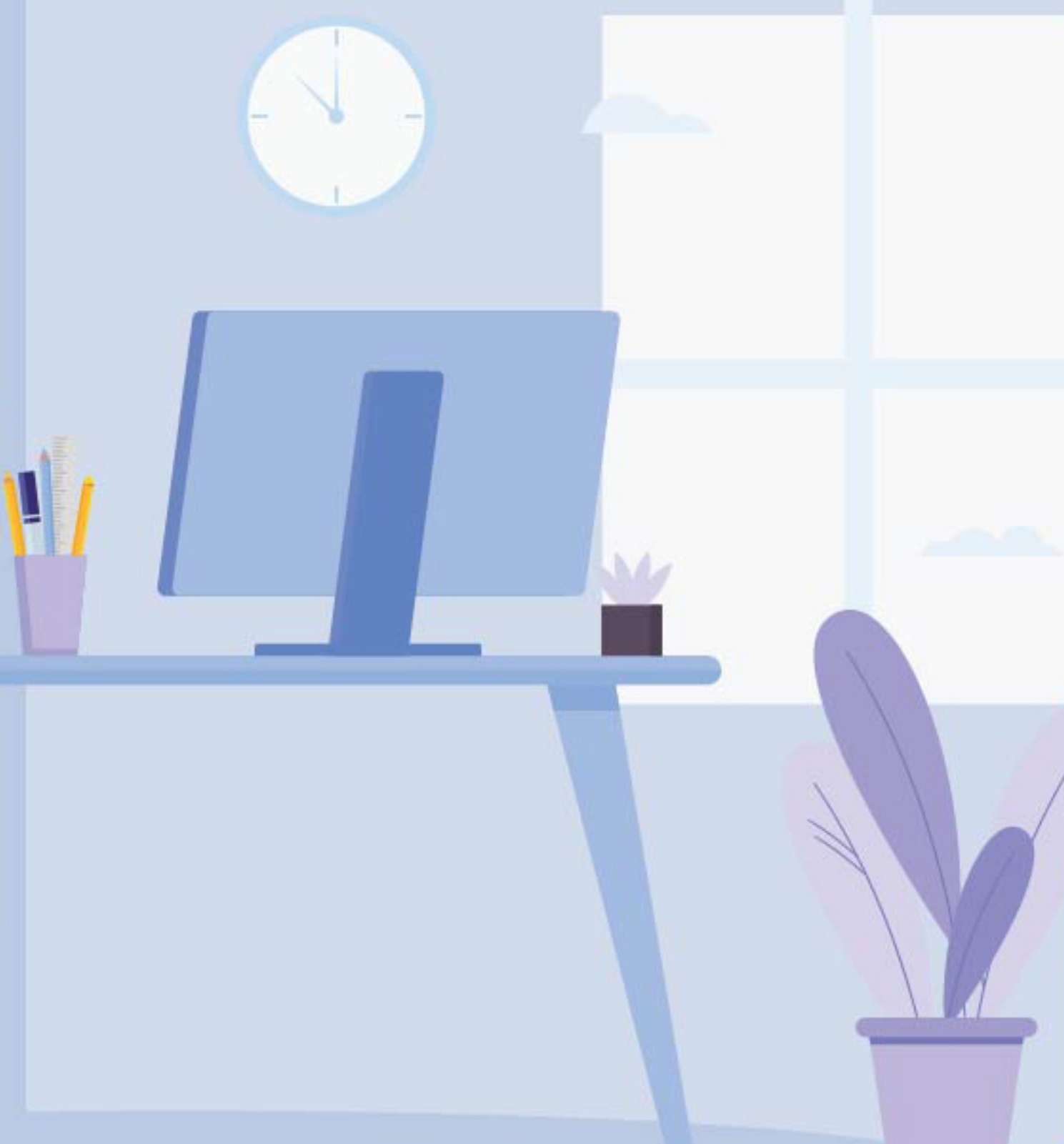
REMEMBER TO CHANGE YOUR SCENERY

Working from home doesn't always mean you have to be in your home office. You have the ability to work from anywhere; whether it's a coffee shop, the library or your couch. When you work from how you are in charge of working from where you feel the most



CREATE A DEDICATED WORK SPACE WITH THE RIGHT TECH

No matter how small your home or apartment is it's extremely beneficial to set up a dedicated desk or work area that isn't used for anything else.



PUT SOME CLOTHES ON

At the very least on top...that way you're ready for that last minute video call, surprise facetime call or mail delivery.



PENCIL SOCIAL INTERACTION INTO YOUR SCHEDULE

Avoid getting stuck in your ways and falling down that slippery slope of becoming a hermit.



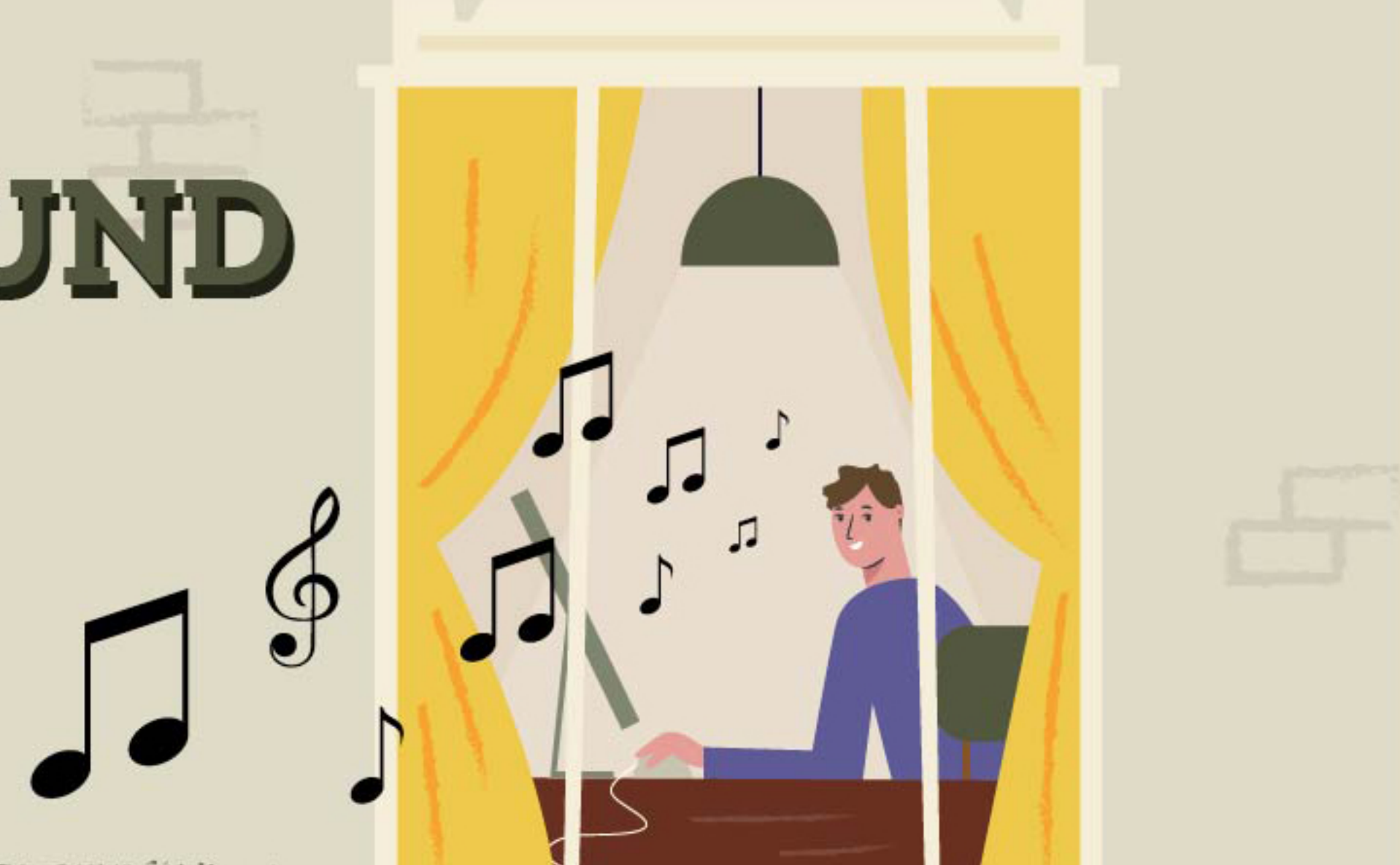
LEARN TO LOVE VIDEO CALLS

As uncomfortable as it may be to begin with they truly do help calls to be more productive and clear for social cues.



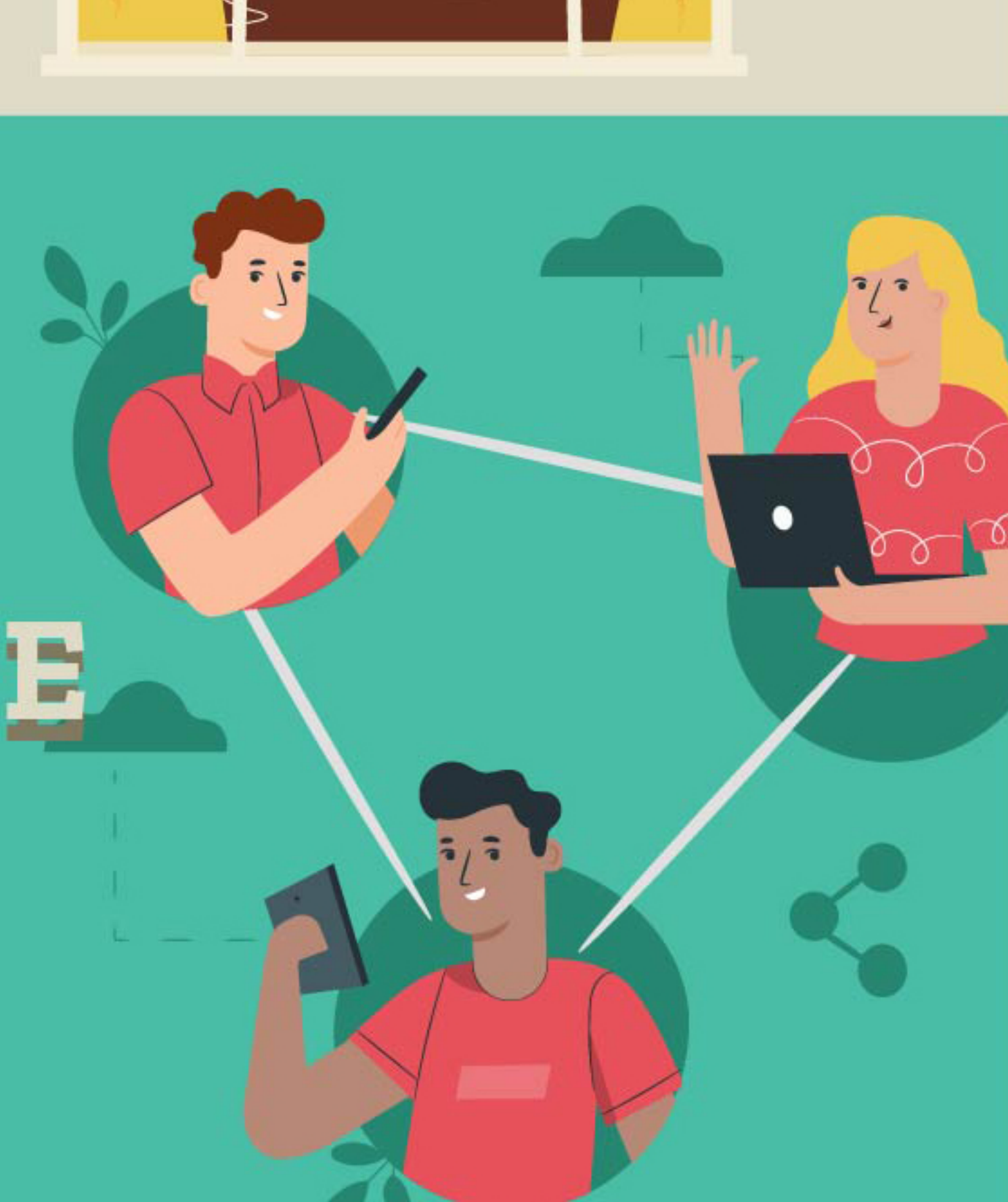
CREATE BACKGROUND NOISE

Whether it's music, the news on in the background, a podcast or even nature sounds... having something in the background will help you to stay focused and engaged.



OVER COMMUNICATE

Not only will you need to communicate during meetings, but also to advocate for yourself on what you need as well as to clearly state the progress you are making on projects.



KNOW WHEN TO "LOG OFF"

Do yourself a favor, and at the end of the day not only walk away from your workstation - but actually fully log off.



COMMUNICATE EXPECTATIONS WITH OTHERS

Set boundaries, communicate your schedule and respect others time and schedules in return.

