

# SUCCESSFUL REMOTE WORKING



## LEARN NEW THINGS

You may find extra quiet time to work on yourself for the business, (rather than always working ON the business). Learn new technologies and skill-sets to make yourself even more valuable as a remote member of your team.



## SCHEDULE YOUR DAY

Establish a clearly defined work routine and schedule it into your calendar, along with regular breaks throughout the day to eat, recharge and refresh.



## GET DRESSED

Get dressed in the morning like you are going into the office. This helps focus your mind and kickstarts your motivation to jump in and get to work. Simple psychological triggers like this are key to successfully working in a home environment. Wear pants!



## BUSINESS AS USUAL

Find innovative ways to maintain your productivity and communication as much as possible. Be open to new ways of working, connecting and getting things done. Make sure your team and your customers know they can still rely on you.

ONE ACTION I CAN TAKE EVERY DAY TO STAY:  
*calm,  
centered, focused,  
peaceful, happy...*

---

---

---

---



## STAY FOCUSED

Make a truly conscious effort to stay focused on the task at hand when navigating unusual or stressful circumstances. Using proven methods such as the Pomodoro Technique to block-in highly productive work sprints are very effective at maintaining your focus.



## STAY CALM & CONNECTED

Daily one-on-one conversations cultivate calm, clarity and comfort among the members of your team. Use video calls as often as possible. Avoid overwhelming yourself with 24/7 news—focus on the facts and stay calm and focused for your team and for your family and friends.



## GO OUTSIDE

Taking time to recharge outdoors in the sunshine and fresh air while practicing safe social distancing is critical to boosting your mood and maintaining good physical well-being. Schedule it!



## EAT HEALTHFUL MEALS

It's too easy to forget to stop and eat when you're working on your own without co-workers around ready for lunch breaks. Schedule lunch and healthful snack times into your calendar, and remember to drink lots of water throughout the day!

# REMEMBER: THIS IS ONLY TEMPORARY!