Best Practices for Working Remotely

Here are some best practices to share with your team to help make working remotely work for them.

Plan Your Work
Following a routine similar to a typical day at the office can be of great benefit. Start by planning your work for the day and set up a schedule to complete tasks.

Allocate a Designated Work Space
Dedicate a space that can help you focus on your work. Try to replicate your workstation to the best of your ability as even a standard desk and chair is better than working from your bed. Be sure to keep ergonomics in mind, such as a decent chair and good lighting.

Minimize Distractions
Try to keep your workspace away from daily distractions in your environment. This will allow for an increase in focus. It also helps to keep your area as tidy as possible.

Be Social and Collaborate
Working remotely can provoke feelings of loneliness and isolation. Consider checking-in with your colleagues over the phone and engaging in casual conversations. Ask what successful practices are working for them, and share what’s working for you.

Schedule Breaks
It's important to give yourself some time to get up and move. Consider conducting simple stretches and movements to increase flexibility. Be sure to set time aside to complete a short walk and maximize your time enjoying fresh air. Check out Why Should I Stretch for tips and stretch moves.