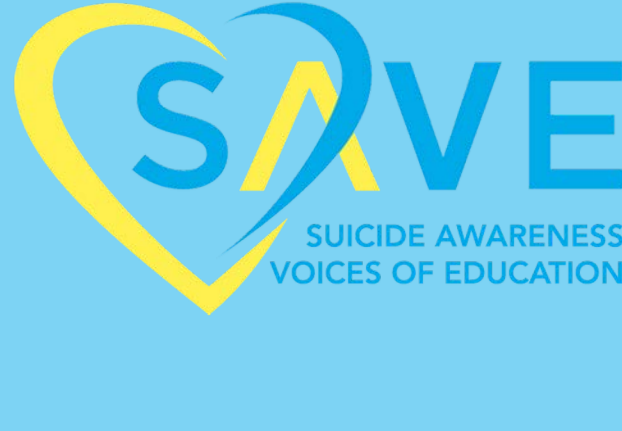


REMOTE WORK

Tips from



1 Use video calling

Video calling can help create more personal relationships with your remote co-workers.



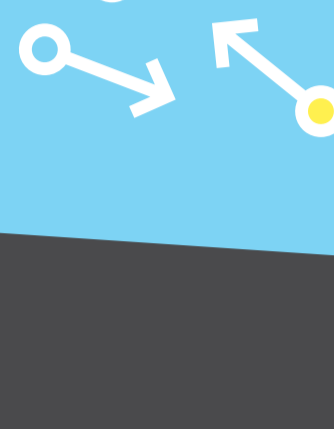
2 Set up a home office

Create your own space exclusively for work with a setup that works for you.

2

3 Move around

Don't just sit at your desk for 8 hours straight. Take breaks, walk outside, do a quick exercise.



4 Watch the time

Set specific timeframes for the start and end of your workday to maintain work-life balance.

4

5 Use multiple monitors

Setting up a space with two or more monitors can help improve overall productivity.



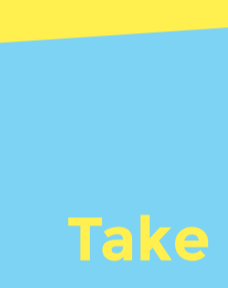
6 Build rapport

Check in with those in your team or similar roles just to say hi and build a relationship.

6

7 Keep a clean workspace

Nothing prohibits productivity like clutter. Keep a clean desk free of distractions.



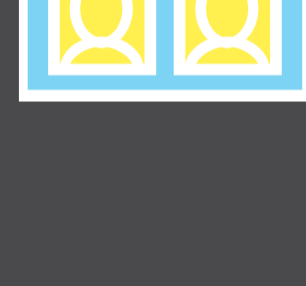
8 Limit distractions

Put your smartphone in another room, make sure housemates know you're working and more.

8

9 Take naps

To boost performance, try taking a quick 30-minute power nap during your lunch break.



10 Spend time with family

If your family is home, take small breaks to hang out with the kids or your significant other.

10

11 Drink water

Keep a water bottle next to you throughout your work day and stay hydrated.



12 Create a to do list

There's nothing quite like checking off completed tasks. Start each day with a to do list.

12

13 Time yourself

Pomodoro timing can be a great way to improve concentration and get tasks done.



14 Track your completed task

Write down a list of everything you complete each day to keep yourself accountable.

14

15 Find tools to help productivity

There are tons of remote work tools to fuel productivity. Find the ones that work for you.



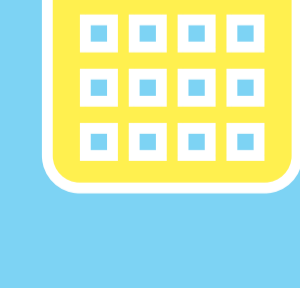
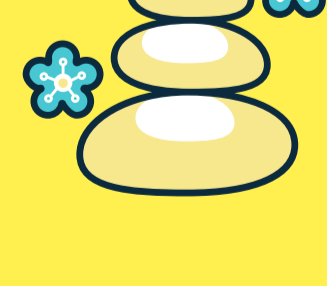
16 Make your own schedule

Find your most productive time of day and work your schedule around it

16

17 Don't work on weekends

Make sure there is a time when you put work away and unplug. It's healthy to have "me time."



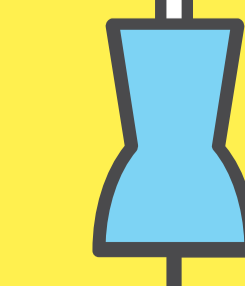
18 Stick to a schedule

Try to stick to the same schedule or routine each work day to increase productivity.

18

19 Brighten your desk

Place succulents, Lego models, fidget toys and other things that make you happy on your desk.



20 Get dressed

While it may be tempting to work in pajamas all day, getting dressed can improve productivity.

20

To learn more about how to alleviate anxiety and adapt to these difficult times, please visit [SAVE.org](https://www.save.org)

