

A Quick Guide to Working Productively from Home

1. **Take strategic pauses:** it can be tempting to put your head down and continue to grind away for hours, but the brain needs small pockets of respite to do productive work.
2. **Strengthen communication:** when working remotely, communication must be more intentional. In a traditional office setting, you wouldn't barge into your manager's office without advance notice. The same applies rule applies to the remote work environment, where you and your colleagues each have your own preferred workflow, responsibilities, and deadlines. Extend patience and consideration to your coworkers, and their varied schedules.
3. **Create a calming space to work:** to create a relaxed feeling in your workspace, incorporate some natural elements, such as green plants, relaxing imagery, or other design features that evoke the outdoors. Another important tip is to set up a strictly "non-work area" for breaks.
4. **Get your tech together:** we all know the feeling when we're scrambling to get things done because our technology is glitching or we are unfamiliar with the functions of a new tool. Make sure to take time to prepare beforehand, so you're not left in a panic.
5. **Stay mindful of your usage:** know when it's time to log off, clear your mind, and reset for the next day.

Adapted from <https://www.fastcompany.com/90534750/your-ultimate-guide-to-productively-working-from-home>