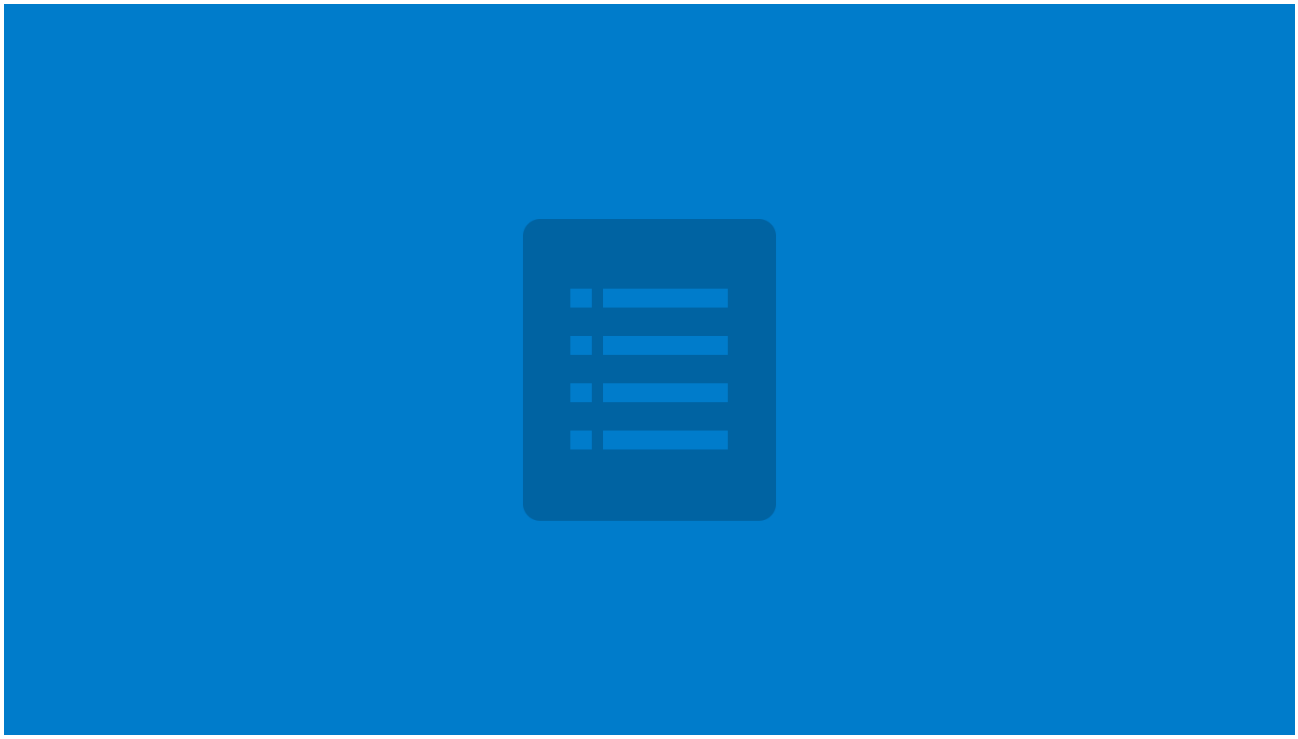
10 Tips For Working Remotely Like A Pro

Tips for remote working



PICK YOUR SPOT

- [ ] Think about What you Will use as a desk. do you have enough space? Are there plugs? Find somewhere you can work in peace that you will find comfortable in the long-run.

THINK ABOUT THE LIGHT

- [ ] Aim for as much natural light as possible by positioning your light near to a window. If you are struggling, invest in a desk lamp to avoid eye-strain.

FIND YOUR NOISE LEVEL

- [ ] Do you need complete silence to work or enjoy a little background noise, Grab some noise-cancelling headphones if need them or play Some low-volume and low- volume concentration music if the silence gets too much.

SET BOUNDARIES

- [ ] If you share a house, have a clear set of times that you will be working and be sure to let everyone know if you have any video conferences scheduled in!

BE SOCIAL

- [ ] Working from home can be lonely, make sure to check in With your co-workers from time to time. Aim to have at least one non-work-related conversation a day to check how everyone is getting on.

HOME-WORKING ESSENTIALS

- [ ] From a keyboard and mouse to a second Screen. make Sure you have everything you need to be able to work remotely.
- [ ] A comfy chair and pretty stationery can make or break your work mood whilst temperamental internet can cause havoc with your work life.

KEEP EVERYTHING HANDY

- [ ] If you have to traverse the house just to find that one file you knew you needed you will probably get distracted by a hundred and one things on the way.
- [ ] Keep everything you need within arms reach but keep your phone somewhere you need to get up to access.

FIND YOUR WORKING STYLE

- [ ] Whether you are an early bird or a night owl. find the times when you are most productive and make the most of them. if your hours are flexible, try a few different combinations to find the schedule that works for you.

TAKE TIME FOR SELF-CARE

- [ ] Whether that is a five minute walk around the garden or a quiet cup of tea away from your desk. take time to focus on keeping you, you. Set yourself clear 'on' and ‘off’ work times to avoid work life taking over.

IGNORE ALL OF THE ABOVE

- [ ] Only you can know What really works for you, try a few different ways of working remotely and see Which one clicks. Whether that is cuddled up on the sofa with a blanket or a full desk setup, you do you.

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