5 Vital Hacks which helps you to keep productive at remote work

The most important tips to keep productive at remote work

1 Organize your workspace

☐ Put off all unnecessary things. Forget about working in bed and wearing pyjamas. it's not productive. Try to create an atmosphere like in your Office to boost your productivity.

2 Track your working time

☐ Plan your day using special templates or Start using time trackers. Try TMetric. it eliminates the need to manually keep track of time during work, analyzes your minute-to-minute productivity and presents the results in a graph format.

3 Stay informed

☐ Communicate With your colleagues often and running effective meetings to share fresh ideas about projects Clear communica- tion is the key to great results as knowing what's expected of you.

4 Take breaks

☐ To generate breakthrough ideas you should be healthy. Don't sit all the time with a computer. Take breaks from screen time and do exercises. It will help you to be more concentrated.

5 Stop working and log-off

- [ ] You should know when stopping your working process to rees- tablish your mind and forces for the next day. HOW you can do it? Schedule the hour by Which you need to Stop.