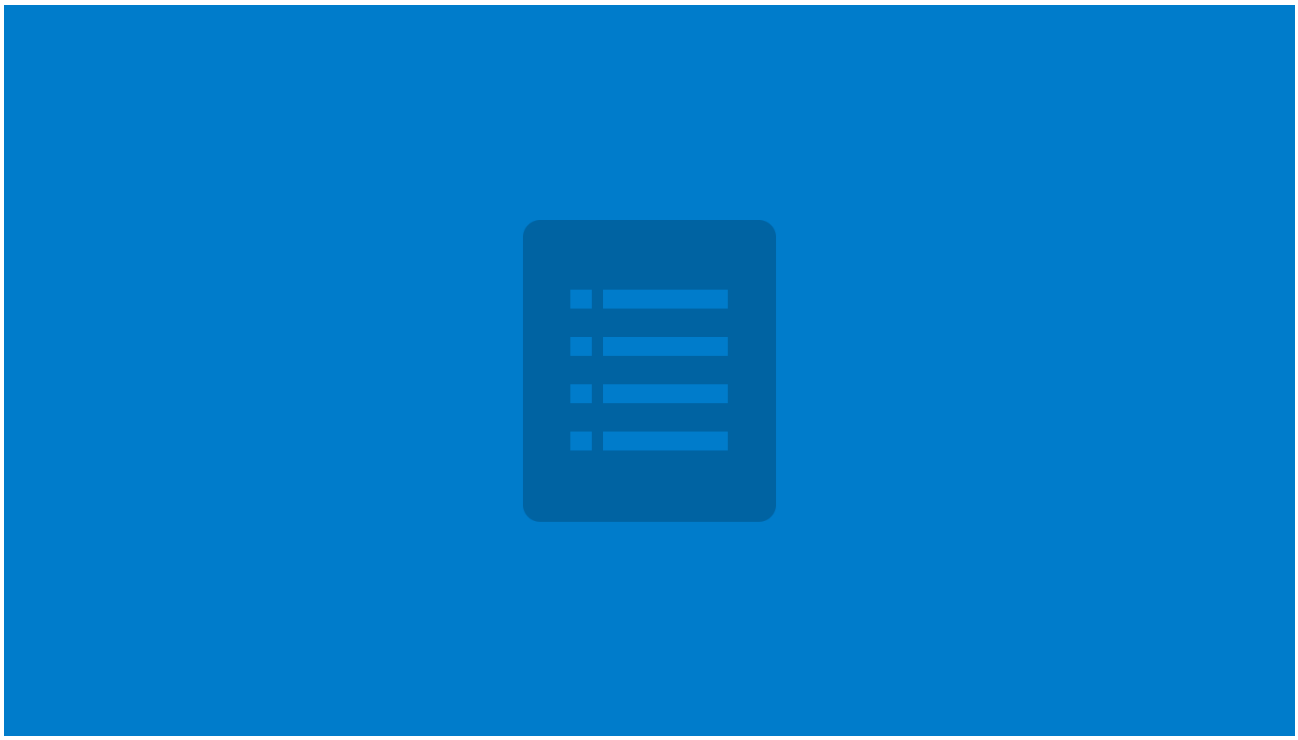
Top 10 Tips to Make Remote Working More Productive

Working from home can be a challenge. Here, Maximum Communications' top 10 tips to help make remote working more productive.



- [ ] Mute notifications while you're working. Keep interruptions to a minimum, checking text messages, social media and Other notifications periodically instead of in the moment.
- [ ] Time Block. Scheduling your daily tasks in chunks of time instead of working sporadically is the smarter way to work. It's a time-saver and helps keep remote workers on track.
- [ ] Keep a low profile. Don't let chit- chat with friends and family eat up your time. Work, then play.
- [ ] Turn off the TV. Whistle while you work, but don't watch TV - it's another time-suck. DVR is a beautiful thing.
- [ ] Check your email later. Make the most of your morning. Check your email after 9, starting with the most important messages first.
- [ ] Close those tabs. Do you really need Amazon Open while you're working? Get rid Of all distractions - that includes personal social media profiles too.
- [ ] Keep a to-do list. As easy as it sounds, and helps keep you accountable.
- [ ] Get up and stretch. Ward off writer's block, keep those creative juices flowing, and bring circulation back to the body. It's important and helps with productivity!
- [ ] Plan for tomorrow. Make the most of each day and plan ahead, putting unfinished tasks at the top of your to-do list. Follow for more great tips and other engaging content.
- [ ] Prioritize. Make the main thing the main thing. Deadlines aren't suggestions, so put the most important tasks first, then work your way down your list of daily tasks.

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