How to Make the Most of Working Remotely

Whether you’re a full-time remote worker or you’re just working from home for the time being, it can be hard to stay productive. Follow these tips to make working from home feel more like your normal.

1. Stay in Communication

Communication is key to success in any role.

- **Email & Calendar:** Schedule meetings, send updates.
- **Phone Calls:** Stay connected with colleagues.
- **Instant Messages:** Keep your team up to date.

**EXTRA:** Ensure all your tools are properly set up and functioning well to avoid any last-minute issues or glitches in progress.

2. Use the Right Tools

Take the right tools to work from home effectively and efficiently.

**Main Tools:**
- Wi-Fi connection
- Computer
- Workspace

**Optional Tools:**
- Secondary screen
- Noise-cancelling headphones
- Wireless keyboard or mouse

3. Determine Your Style

Your work style impacts your ability to succeed as a remote employee. How do you prefer to work?

- **集中:** Set your schedule and decide if you want to work at a specific time or flexible hours.

**EXTRA:** Come up with a list of activities you'll do to stay on track or set reminders for yourself.

4. Take Breaks

It's important to get your body and mind away from work.

- **Multiple short breaks:** Take a quick walk, stretch, or get a snack.
- **Longer midday break:** Take a nap or do something you enjoy.

5. Care for Yourself

Don't forget to practice self-care. Make time to take care of yourself and your wellbeing.

- **Regular fitness routine:** Exercise is key to staying healthy.
- **Preparing healthy meals:** Good nutrition keeps you energized.
- **Hydration:** Drink plenty of water.

**EXTRA:** Make sure to take breaks and remind yourself to continue to care for yourself and your needs.

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