

TIPS & TRICKS FOR REMOTE WORK

In the era of modern workspaces, more and more companies worldwide are moving their businesses digital, by letting their employees work from home until further notice. These include tech giants like Twitter, Apple, Amazon, Microsoft, and Google among many others (source: The Verge). Now is the time for business-makers to have the right infrastructure and enable their employees for remote work. Modern collaboration solutions allow you to work remotely, while maintaining productivity and communication. Check our list of tips and tricks that will enable you to work from home at full speed.



GET STARTED

Set up your workspace



Find a space in your home where you can concentrate. Make sure you limit distractions by keeping your desk clean.

Keep a healthy workflow



Without the normal workday signals, like a commute, it can be harder to unplug. Make sure you take regular breaks, stay hydrated, and remember to “clock out” from remote work at the end of the day.

Communicate often



Your rhythm when working from home might be different than the one in the office. For example, you may be balancing work and childcare at the same time. Communicate your schedule with your teammates so that they know when you are available.

KEEP YOUR MEETINGS GOING

Gather online



Include a virtual “join” option for all meetings, so that team members can join from wherever they are working. Turn video on so your team can interact face to face and feel more connected.

Record your meetings



Hit “record” after you start a meeting. Team members who aren’t able to join can watch later or search the automatically generated transcript for important information. That way, people can easily stay up to date with anything they missed.

Be mindful and inclusive



A crowded conference call can make it difficult for people to voice their opinions. Make frequent pauses for questions and remind your colleagues that they can use the chat window to share their thoughts.

STAY CONNECTED

Bring the team together



Working remotely can feel a bit isolating for everyone. It’s important to have the whole team get together virtually, whether it’s large brainstorms with the Microsoft Whiteboard app or daily check-ins over your morning coffee.

Be social



The quick chat at the office kitchen is what many people miss the most when working from home. Don’t forget to connect with your coworkers virtually. Use chat messages to keep in touch and set yourself a reminder to talk to people regularly.

Have fun



Encourage fun virtual activities and challenges to keep up the spirits. Holding a photo contest or praising employees for creative ideas are great ways to help the team stay engaged and energized.