



Remote Working

Remote working has recently become increasingly popular and accelerated due to the COVID-19 pandemic. Here are some best practices for remote working:

Establish a routine:

Set regular working hours and stick to them. This helps create a sense of structure and consistency and ensures a healthy work-life balance.



Communicate regularly:

Remote workers must communicate regularly with their team members through video calls, email, or messaging apps. This helps everyone to stay on the same page and can ensure understanding.



Create a dedicated workspace:

A dedicated workspace at home or work helps create a clear separation between work and personal life and can help increase productivity and focus.



Use the right tools:

Many tools are available for remote workers, from video conferencing software to project management apps. Please choose the best tools for your team (or individual) and ensure everyone knows how to use them.



Take breaks:

Working from home doesn't mean you should always be working. Take regular breaks to stretch your legs, get fresh air, and take the time to relax.



Be flexible:

Remote working can be challenging, especially when juggling childcare, caring for a family member, or ensuring dogs are walked.

Be flexible with your schedule, and don't hesitate to ask for help or support when needed.



Stay connected:

It's essential to stay connected with your colleagues and team members, even if you're in a different physical location. Schedule regular check-ins and team meetings and make sure that everyone feels included and valued.



Use our “**R**emote **O**ffice **P**airing for **E**ngagement” technique (**ROPE**) and pair people in the office to actively engage with a teammate who is working remotely in the morning and afternoon as a minimum. And not just to chat about work but also to share office chit-chat, ask how their family or pet is, etc.



By following these best practices, remote workers can stay productive, focused, and connected, even when working from a distance.