

TIPS

FOR INCREASING PRODUCTIVITY WHILE WORKING REMOTELY



01. Schedule your work

Home-based work puts you in greater control of your schedule, with a more fluid structure of your days than in a traditional office setting.

02. Set priorities

Keep a list of the tasks you wish to accomplish each day so you won't be jumping from one task to another.



03. Set up your workstation

Make the most of the time you spend at your workstation by investing in the right equipment.

04. Balance work and life

Keep a list of the tasks you wish to accomplish each day so you won't be jumping from one task to another.

