

5 TIPS & TRICKS TO STAY FOCUSED WHILE WORKING FROM HOME

Working from home can be a significant challenge for those who aren't used to being remote – not only technically, but also personally. However, you can navigate the new situation through setting up and following a few key rules. To get inspired, we'd like to share what works best for us with a remote workforce of over 5,000 in 90 countries around the globe.



CLOTHES MAKE THE DAY

Get dressed as you would for a day in the physical office & maintain your morning routine.



KEEP YOUR COFFEE BREAK

Meet your colleagues for a virtual “coffee break” via Teams. Video makes it even better!



DON'T GO STIR-CRAZY

Plan your breaks to keep up your productivity. For example, have a lunch blocker on your calendar.



MAKE YOURSELF A COMFORTABLE WORKSPACE

Choose a neat, light-flooded and STEADY place with a comfortable chair. Try to avoid any kind of disruption.



SAVE YOUR HOUSEHOLD CHORES FOR LATER

If any “to do” for the household is going through your mind, write it down and handle it after your typical working hours.