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.

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

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.

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.

Are you ready to get settled for working from home?

Make sure to check out our Future Workplace Content Hub: https://www.softwareone.com/en/topics/future-workplace