

8 TOP TIPS FOR WORKING REMOTELY

Better to have communicated ten times too many than once too little. Be clear and unambiguous to each other about what everyone is doing.



Deadlines. They are sacrosanct and create structure in your day. Worried about meeting those deadlines? Communicate this as soon as possible!



Keep your auto-reply and voicemail up to date. Explain what other people can expect from you in terms of response time.



Plan and take breaks. These are essential, both for your productivity and your own wellbeing. If necessary, ask a colleague to 'monitor' you (remotely).



TIP:

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Keep a close eye on your schedule. Plan and monitor your working hours and projects and update your colleagues about that.



Keep your contact information up to date. How can you be contacted and when?



Reach clear agreements with your family. Try to minimise interruptions.



Don't disappear into a vacuum. Respond regularly to messages, telephone calls and chats. You can, of course, go offline temporarily to focus on a task or project, but do keep your finger on the pulse in between.

