

Work From Home Best Practices

With the recent pandemic, the number of remote workers has increased exponentially. How can you foster productivity for yourself, or others, as a remote worker?

1 Morning Routine

It is important to remember that an efficient WFH routine does not start with rolling out of bed 5 minutes before you start work. Establish a morning routine that gets you feeling productive and ready to take on the day. This routine will look different for everyone, but may include:

- Cooking a healthy breakfast
- Going on a morning jog or doing a virtual yoga session
- Taking a hot shower or completing your favorite skincare routine
- Brewing a cup of coffee or tea



2 Dedicated Workspace

Your workspace will also set the tone for your day. Dedicate a specific area that will be used solely for work. Gather your work materials, and even some decor. Also make sure that your workspace atmosphere is something you feel encourages productivity—will you be interrupted by noise? Are you comfortable?

Having a dedicated workspace also allows you to differentiate work hours from free time. During breaks or after hours, you'll be able to walk away from your workspace and catch a mental break!

3 Schedule

Setting (and following) a schedule for yourself will prove very helpful as a remote worker. Utilize your online calendar to plan out your work days, and a timer to keep track of the time you spend working on each task. Don't forget to set aside time for breaks in your schedule—that way you won't feel overwhelmed and overloaded.



4 Communication

As a remote worker, you will lack that in-person contact with your co-workers that you may be used to. However, this doesn't mean you have to have less, or less effective, communication. Luckily, collaboration technologies are advanced enough to allow for quick and seamless virtual communication with co-workers, whether via chat or video calls. Be sure to schedule daily meetings with your manager or anyone else you work closely with.

Aragon also recommends using the '**work buddy**' system. The idea is that each team member needs to have a work buddy who they chat with each day. This helps people feel more connected. This can lead to better engagement, higher productivity, and better overall morale.

5 Breaks

Allowing yourself to take breaks throughout your workday is a must. Use your free time for something that will make you feel refreshed—a quick run, a delicious snack, or even catching up on social media. Breaks will break up the monotony of a long work day, and let your mind rest before you pick your work back up.



6 Programming

Just because you aren't in the office with your team doesn't mean you have to let old traditions die, or that you can't create new ones! In order to keep up employee engagement and team morale, you'll want to set aside some time with your team (each week or a few times a month) for a programming activity. A virtual happy hour, lunch celebration, charity effort, or other team bonding activity will serve your remote team well.