

## What **YOU** can do to ensure you're a productive remote worker

**01** Get dressed



**02** Exercise



**03** Take a coffee break or just stand up regularly



**04** Sit at a desk– don't work slumped on the couch



**05** Write a to do and DONE list and share it with a colleague/team



**06** Spilt your day up into 'productivity chunks' of 45/90 mins – what works for you?



## What you can do as a **TEAM** to be productive, motivated and connected

Video. Show your team your surroundings. Take it in turn to drive meetings. Meet online to set AM and PM goals

Don't rely on email – if people live alone they may not talk to anyone all day

Skype or Teams chat about some non-work things.



Like music? Share your Spotify lists. See what others are listening to throughout the day

High fives are virtual, but needed! Call out people who've helped you today.

Schedule a time for everyone to take a break.

I use my smart watch to remind me to stand and take breaks regularly otherwise I'd sit for 7.5 straight hours!

Our team has set ourselves a step challenge to make sure we get at least 6000 steps in a day.

My Wi-Fi isn't great so I work offline a lot. People text or call me if they need something and I keep my manager up to date with what I'm working on.

My kids are home and my partner is sick. My team are really understanding and know I'll get things done later in the day

