

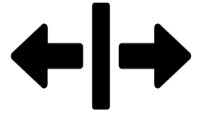
# SETTING UP YOUR REMOTE OFFICE

Helpful hints to get started

1

## CREATE PHYSICAL SEPARATION BETWEEN “WORK LIFE” AND “HOME LIFE”.

Find a dedicated space, identify boundaries, and create mental associations between place and activity.



2

## OPTIMIZE VIRTUAL CONNECTION.

Small changes including hard-wired internet, headphones with a microphone for speakers, and cutting out background noise can really help with meeting quality.



3

## FIND A SCHEDULE THAT WORKS FOR YOU AND YOUR TEAM.

Create regularity in your day to the extent possible. Pay close attention to mental transitions between work life and home life.



4

## IMPLEMENT & MAINTAIN TASK MANAGEMENT SYSTEMS.

Maintain focus and keep deliverables on track by using team-based or individual task management systems. Daily visual management, whiteboarding, or virtual solutions may help.



5

## IDENTIFY STRATEGIES TO MANAGE TIME.

Keep focus by breaking up your day to maximize productivity. Techniques such as the Pomodoro method can help.



6

## CHECK IN WITH YOUR MENTAL & PHYSICAL WELLBEING.

Pay close attention to your nutrition, physical activity, and mental wellbeing. Consider adjusting your schedule to allow for breaks to catch fresh air, a morning work-out, or an end of day meditation.

