



Remote Work for Individuals

The Playbook

Guide for Individuals

Most of us have had some experience with working remotely - during work trips, when the kids are sick, waiting in for that delivery or on holiday (naughty). While the odd occasion can normally be managed effectively 'on-the-fly', it's a very different story when you're talking long-term. **Here are our tips for staying productive, healthy and sane**

Workplace and setup

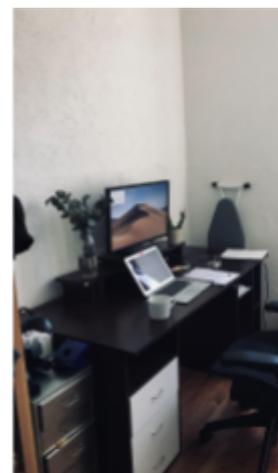
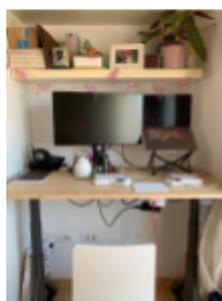
However challenging, we really recommend carving out a **calm, clear space to work**.

The more hectic and cluttered your surroundings, the more **impact it'll have on your mental space**. Try and sit near the window, stand if you have the option and make everything you need accessible - including your creature comforts. Test your video connection and that there's nothing untoward in the background before the all-hands!

Not all households are as tranquil as others, so we recommend finding the best spot for calls and investing in a **good pair of headphones** if you want to work flexibly.

Your home office environment should be quiet and help you focus, not create more stress.

Here's a couple of our stations for reference →



new on [Coursera](#) or attempt to [‘Kondo’](#) your space.

Time Management

Get dressed! We know how tempting it is to start delving into emails when still in your dressing gown - don't do it! Try to structure your day the night before/first thing to allow for a proper routine - especially a morning one. Getting prepared as though you're 'going to work' makes the distinction between focus & downtime much easier.

Build your day mindfully. Prioritise in line with your team/personal objectives and think about impact over habit. Speak to your team about concerns in workflow and ensure you're working on the right things.

If you have more time than usual, with less distractions, use it to your advantage! A little housekeeping goes a long way - think CRM clean-ups, that 'to-do list' of items that you never get round to or starting that initiative you've been thinking about. Just communicate your plans to the rest of the team in your dailys etc.

Ensure you're building in **proper breaks** for refocusing and nourishment, as well as getting as much movement and fresh air as possible. You can coordinate this with co-workers to keep yourself disciplined - for example, lunch/coffee breaks, online yoga etc.

Downtime is super important to keep your productivity focused and yourself motivated, so be strict with yourself when you're 'offline'. If you're unable to get out as much as you'd like, think about one thing you can learn or improve every day. The learning resources online are infinite and varied - try virtually [touring the museums of the world](#), study something

Over-communicate

Ask questions & don't be afraid to look stupid - the more you're open about your thoughts, the more others feel comfortable doing so - plus, if something's not clear you'll be helping to bring clarity. Just ensure you've read through all the company information before doing so, a lot of questions should be covered there.

Your team aren't mind-readers - be considerate and make sure your team knows what you're working on and if you're going to be unavailable for any period of time (if possible). Try and group up for collaborative efforts so you're working on similar cycles.

Make sure you **block time** in your calendar to work and think without distraction, and make it extra visible to your co-workers. This way, you can turn off your notifications and don't feel like you have to be 'on-call' constantly - this can become overwhelming.

If you're feeling a little lonely, why not have **open video calls** with another co-worker to create the illusion of being in the same room? This is especially effective if you block working time together on a shared project.

Finally, share your pain! The age-old saying really is true, 'a problem shared is a problem halved' - **be open about anything you're struggling with**. Chances are, you won't be alone but you will feel better afterwards & receive more support.