AnyTech365 HomeOffice

9 TIPS ON HOW TO BE PRODUCTIVE
WORKING FROM HOME

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BENEFITS OF WORKING FROM HOME

Save time and money

Work in a comfortable zone

You decide where and how

BE AWARE OF DISTRACTIONS

Read this guide and learn how to avoid them

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1. MAKE IT YOURS

Claim your space

Find a silent spot, stay out of busy areas, maybe paint your space in a soothing color like green.

Organize your desk

Remove all the things you don´t need.

2. MAINTAIN YOUR WORK HOURS

Before you start, create a To-Do list

Spend 10 minutes writing down your plan for the day.

Spend another 5 minutes tackling down the list to the essential tasks… too many tasks can ruin your day.

3. SEPARATE WORK FROM PRIVATE COMPUTER

Try to keep any distraction away from your home office computer.

...looking at your holiday photos on your "private" computer can be nice, but distractive.

4. DRESSCODE

It´s very comfortable to stay in pyjamas all day.
...but not very productive.

5. TAKE A BREAK

Schedule your breaks. Getting up every 10 minutes for food or drinks will make you less productive.
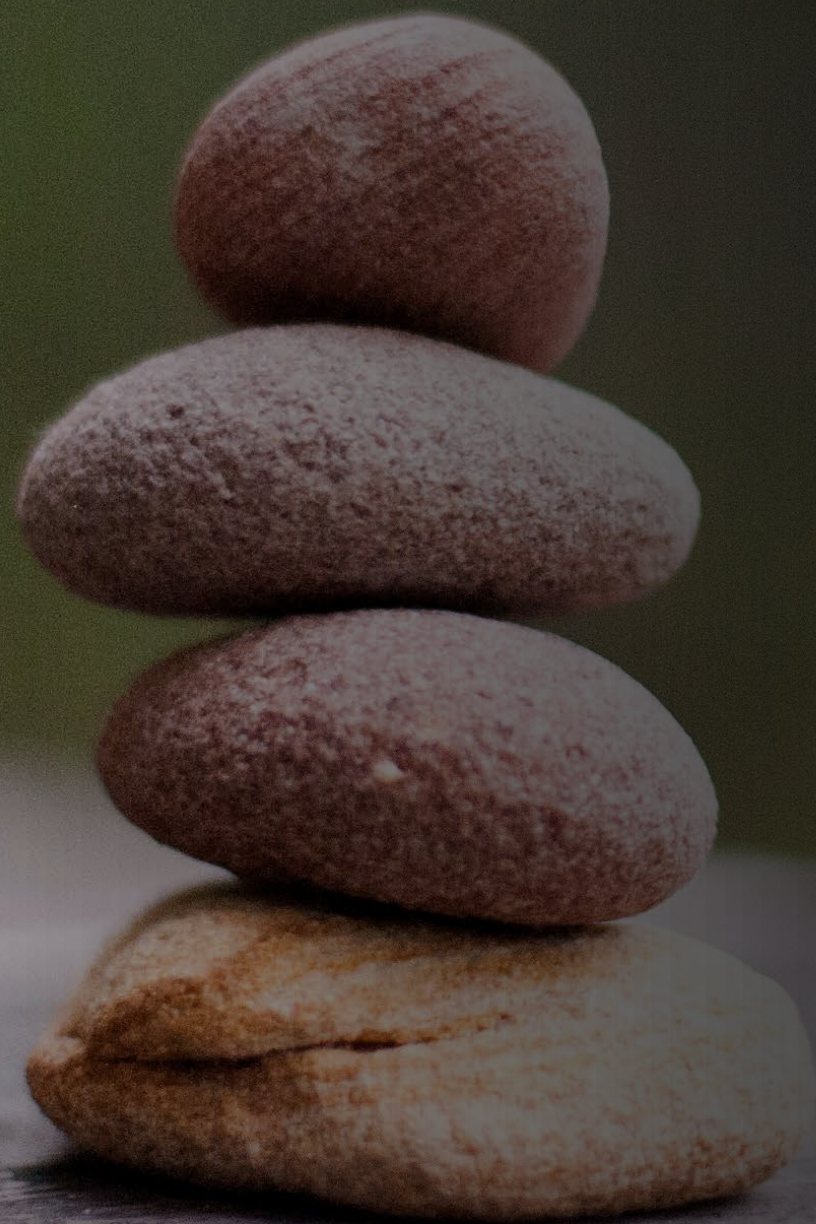
Give your eyes a break from the screen every once in a while.

6. GET RID OF NOISES

Unplug your land-line phone, put your phone on silent mode and close the door.

Limit the interaction with your family mainly to your breaks.

7. REWARD YOURSELF

Rewards work very well as a motivation

If you reach your target for the morning, maybe take a longer lunch break and check out your social media.

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8. KEEP IN TOUCH

Stay in contact with your co-workers

Maybe have a virtual coffee meet-up in the morning or after lunch and discuss your targets and tasks.

9. DISCONNECT

When your work time is finished, shut down your computer.

Disconnect, play with your kids, cook some nice food or read a book.

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setting up your
home office?

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WORRIED
that your home office is not secure, efficient or do you just have some questions or doubts?

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