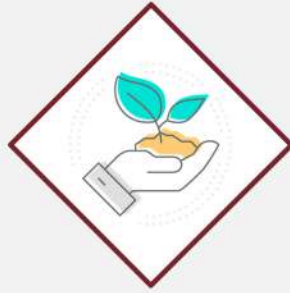


How to Maximize Productivity While Working Remotely

We are now navigating what can be considered the 'next' normal at work
Here are some tips on how to maximize productivity while working remotely

Create a private and quiet work area

17% of remote workers have dedicated office space

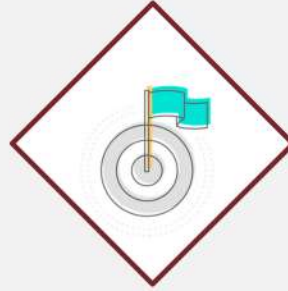


Go with the flow when interrupted **24%**

of remote workers have had their pets make video call appearances

Be 'camera ready' both in appearance and space

44% of remote workers have signed on to a video meeting not realizing that the camera was on

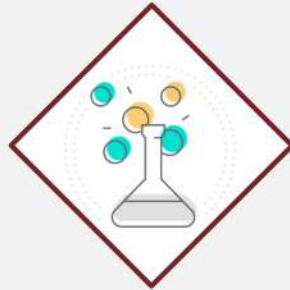


Set agenda's for online meetings including rules of engagement such as muting the line until it's time to speak

41% of remote workers cite hearing awkward noises as distracting

Work in alignment with your work style

For example - do your heavy focus project work in AM if you are a morning person



Record your online Zoom, WEbex or other online platforms

This does 2 things - it ensures action items are tracked and it saves time

Transcribe your online audio/video meetings with AI

Use Rev.com for example. This saves time when searching for meeting data in the future

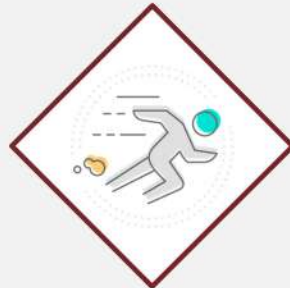


Set notifications of availability on your platforms such as Slack, Zoom etc.

Texts and IM interruptions create lack of productivity

Factor in 'wellbeing breaks' - go out for a walk, do breathing exercises

Taking time to breathe and step away increases productivity by **29%**



Leaders who communicate weekly in video team meetings

and who have regular video one on ones with team members have **37%** more productive and engaged workers