

Tips to Boost Your Remote Productivity





Structure Your Time

Plan out your daily
routine of tasks you
need to accomplish to
keep yourself on track.

Tip #1



Designate a Work Space

Keep your work space separate from other spaces in your home. Anything work-related should stay only within that space.

Tip #2



Pace Yourself and Take Breaks

It's easier to get overly absorbed in your tasks when you're isolated. Set a reminder for yourself to take a break every 15 minutes.

Tip #3



Don't Let Your Mind Linger on Work

Ensure you give yourself time
to disconnect from work after
hours to focus on your own
wellbeing.

Tip #4