

TIPS TO BOOST PRODUCTIVITY

for the Remote Workforce

1. Create a 'Work-from-Home' zone

A quiet place for thinking, with minimum distractions.

Avoid the Bed or the Couch



2. Get ready for 'Work' in the morning

Create and stick to a Morning routine

– And take time out to get ready to get the productivity going



3. Connect and Collaborate with Folks from Work

Technology is on your side – **Microsoft Teams, Slack or VCR on the LMS.** Multiple tools are available today – make good use of them all!



4. Exercise – and not just your Brain!

It is a proven fact that taking a short break occasionally actually improves productivity. Take that time off to get some **Physical Exercise**



5. Time management is now more crucial than ever

Create a To-Do list and set practical standards for yourself. Detailing out your work schedule, setting up reminders for tasks and prioritizing will help you achieve more out of the day



6. Stay positive, limit social-media intake

Online distractions are a real thing – segregate your day into team meetings, huddles or time for answering e-mails. **Avoid browsing through social media or even News sites in the middle of a task**



#StayHomeStaySafe

#COVID19