



## Future of Work: 5 Top Tips for Remote Working

There are costs and benefits to working from home. The daily routine of getting up and going to the office, can help some overcome bouts of temporary inertia for work. However, the uncertainty of an unstructured day of home-based working, especially if there are children around, can be a stressful challenge.

Here are 5 top tips to ensuring that your remote working experience is motivated, productive and bountiful. The Future of Work is here!



### (1) Create the right workspace and headspace

Create a physical space in your home as your designated 'work-zone'.

- If you are looking to undertake truly productive work, make a space, no matter how small, and create a functional workstation.
- If you are answering emails on the go, locate your laptop on an accessible, functional surface e.g. the kitchen counter!
- Make your co-habitees aware of your designated workspaces, so when they see you there, they know not to disturb you.
  - A spare room is ideal as you can shut the door.
  - Wear headphones which send a clear message that you are doing concentrated work.
- Try to establish a permanent arrangement to avoid wasting time with daily set up and dismantling.

Head space is equally vital.

- Switch off the TV or other background distractions.
- Silence your phone to minimize disruptions.
- Remove unnecessary social media from your devices.



## (2) Take one day at a time but have a routine

- Get up and get ready as if you are going to work.
  - Adopt the same mindset as if you are at work.
  - Be presentable; dress on the assumption that there may be an unplanned video call today.
- Organisation is key.
  - Use your online diary to set aside discreet periods of committed and productive work.
  - Use tasks and reminders to minimise the risk of being side-tracked on other matters in the home.
  - Make your co-workers and team aware of times you are and are not readily available and stick to them.



## (3) Communicate to build collaboration and trust

Keep in constant communication with your line manager and your team to demonstrate your commitment to working productively.

- Trust is key; nurture it through daily morning communication, of what you are planning to do, and evening communication of what you have achieved.
- If dedicating a portion of your day to your family, that productive time can be made up through flexible hours in the evening. Be honest and open by agreeing these arrangements with your line manager to avoid any misunderstanding.
- Telephone and video calls are a critical link to realizing true collaboration. Microsoft teams, Skype, Zoom – can take effort to adjust to but soon become indispensable collaborative tools.



## (4) Apply daily 'must do, should do and could dos'

Each day, set yourself specific 'must dos', 'should dos' and 'could dos'.

- Complete the 'must dos' before you finish the day, even if it means continuing once the kids are in bed!
- If the 'must dos' are done, move onto the 'should dos'.
- If you have managed to get through all of that, pat yourself on the back and start on the 'could dos' if you want to.
- Don't underestimate the satisfaction gained from setting realistic goals and then accomplishing them, during the course of a day. Simple pleasures keep you motivated!

Review what you have achieved at the end of the day, update your line manager and set some new goals for the following day.



## (5) Care for yourself

Remote working can give you a sense of isolation from your teams, peers and work friends. Maintain a positive mental state as a priority.

- Take regular breaks.
- Chat and check-in with your colleagues during your working day.
- Practice mindfulness techniques such as breathing exercises, meditation and journaling.
- Keep social media interaction to a minimum.

Prioritise your physical health.

- Avoid sitting down at your screen for prolonged periods.
- Set reminders to get up and walk around every 45 minutes (use a smart watch timer).
- Stay hydrated; it's easy to forget to drink fluids at your desk so keep a bottle close by.
- Keep green plants near for cleaner air and pleasant outlook.
- Eat well; don't be tempted into frequent fridge visits. Avoid sugary snacks and opt for fruit and vegetable alternatives.
- Prioritise a daily routine of exercise; preferably outdoors in the sun.





## About changeosity

We are a Dubai-based boutique consultancy firm. Our three founders have over 70 years of leadership experience in government and multi-national corporates in 50 countries, including 30 years in the Middle East.

Together, we have delivered highly profitable and award-winning transformation in a wide range of sectors in the Middle East.

Our diagnostic, development and implementation programs, together with our coaching, facilitation and leadership services, enable businesses to regenerate, grow and inspire.

