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10 Tips for Employees to Work from Home Efficiently

Being given the flexibility and trust to work from home should be met with extra motivation to maintain and, if possible, raise the levels of productivity and quality. Here's how to make the most of working from home.

The Right Equipment

You are going to need the following: laptop or computer; stable and reliable internet access; secure remote access to the company's internal network/intranet; access to corporate email; and a work phone.

Designate a Space for Work

As much as you like the sound of waking up and working directly from the comfort of your own bed, you should have an area that can be used solely for working purposes.

Set Yourself Working Hours

It's easy to become distracted by the TV or what's happening on social media. Set some rigid working hours where you shut everything off and focus on the work that needs your attention.

Get Some Structure in Place

Structure your workday by prioritising tasks, deciding how many hours you are going to spend on each one while factoring in regular breaks.

Communicate Like Never Before

Video conferencing and talking on the phone helps keep important personal contact with team members and helps solve issues quicker.

Use Flexibility Wisely

As long as you are getting the work completed to a quality standard prior to the specified deadline, then you should be able to work the hours that you know you are most productive.

Track Your Progress

There are apps available online that track the work you're doing and offer features where you can set deadlines and goals, and update once tasks are complete.

Avoid Distractions

There are always other household errands or other distractions – it's best to wait until after your structured working hours to take care of them.

Take Accountability

Communicate any problems you encounter immediately with your Manager, Client or Team so they can seek extra resources if need be.

Take breaks

It's important to take water and food breaks from your work throughout the day to boost productivity.

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