

HOW TO EFFECTIVELY WORK FROM HOME



@PRICILLABILAVENDRAN

The rise of remote jobs cannot be denied.

Working remotely has apparent advantages and disadvantages. The benefits include greater control over your area and environment and greater freedom to complete tasks on your schedule. Here are a few tips to master your remote work



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Set up a dedicated workspace/room.

This provides us with a sense of accountability, and we adhere to our workplace discipline. Keep your workstation tidy. If you just want, add some decors.



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Start your day Mindfully...

After sending kids to school, and doing household chores we tend to be somewhat disturbed. So, for a few minutes, try breath therapy, meditation, or prayer to calm your nerves and helps you to focus better.



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Unwind for a while

Sitting on something for hours cannot possibly produce positive results. Instead, go for a stroll or socialize; you will feel refreshed and ready to begin your next task.



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Define your working hours

Use your calendar efficiently and block yours out of office hours. Stick to the schedule. Plan something important after work that will stop you from slogging for hours.



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Utilize the Lunch hour

Of course, we are tempted to eat before our work machines but try not to do so over lunch. Eat with your family if possible. If there are no meetings scheduled, catch a power nap 😊^{zzz}



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Use Focus/DND mode

During your workday, try "Focus Mode" to avoid distractions. Also, keep your personal gadgets away from your workstation.



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Remember the 80:20 Rule

Only 20% of our efforts produce 80% of the outcomes. However, this 20% of outcomes consume 80% of our efforts. So strive to concentrate on that 20% that gives an 80% result.



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Set goals

Establish your goals. Most of the time, and effort are spent on unimportant obligations, so decide what is more essential.



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Health is wealth

Focusing on our health can make us feel better, give us more energy, and help us to live longer, happier lives. Hours saved from commuting to the office can be utilized for stretching or workouts



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Videos "ON" please!!

Working from various locations may cause
us to feel detached at times. Try to
schedule more meetings with Videos-on.
They are the best ♥



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WAS IT HELPFUL?

Thank you so
much for reading.

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