

# 9 Tips for Working Remotely



## Workspace

Find a space in your home where you can concentrate. Somewhere with few background distractions.



## Regular Communication

Communicate your remote work rhythm to your co-workers to let them know when you're most reachable.



## Like @ The Office

Create opportunities for the whole team to get together remotely, like daily check-ins over a virtual coffee.



## Togetherness

Use collaborative chat platforms to encourage fun activities or challenges to maintain morale.



## Record Meetings

Recordings allow others to easily review anything they missed or want to watch again.



## Healthy Boundaries

Take regular breaks, stay hydrated, exercise, and remember to "clock in" then "clock out".



## Having Fun

Be deliberate in connecting. Treat impromptu chat messages as your virtual coffee machine conversations.



## Mindful Inclusion

Remember to be mindful of your tone when writing. On conference calls, pause frequently and allow others to speak or ask questions.



## Effective Collaboration

All meetings must include a virtual "join" option to enable face to face interaction and feel more connected.

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