

# 8 Tips To Follow When Working From Home

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**Staying connected now is more important than ever. Learn how to live the dream and thrive as a remote worker.**

## Live the Dream

# When Home Becomes Headquarters


## Remote Work is Becoming More and More Popular

This is largely due to advances in technology that make it possible, but there are many contributing factors – one big one is desire. In fact, remote work has grown 11% faster than the rest of the workforce and 47 times faster than self-employment. And it's no wonder! Benefits for both employees and employers such as major cost savings, higher productivity, and less sick time are attractive.

But there can be downsides to working from home like difficult transitions from an office environment, possible disconnect from coworkers and customers, and lack of social interaction. So, whether you're facing an unexpected event or just have the flexibility available to remote work, let's look at how you can reap the benefits and succeed while working from home.



80% of employees want to work from home at least some of the time.



35% of employees would change jobs if they could work remotely full time.



Employers can save an avg. of \$11,000 per half-time remote worker per year.

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# Prepare for Your Day

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## Ditch the Pajamas

You might not expect to see one living soul or leave your house all day long, but you should still get ready for your day like you're going into the office. Does this mean you need to wear your best suit and tie? No. But at least take a shower, brush your hair and teeth, and upgrade from pajamas.

Getting dressed will actually prime your mind like you're going somewhere, helping you to prepare for your workday mentally and physically. It's the signal that your body needs to wake up and set about the day's activities, so you'll feel better about working. Go ahead and get ready for it.





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# Same Job, Different Place

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## Create a Space

Creating a space in your home exclusively for work is vitally important. Going there will help your mind know it's time to work, alert others that you're busy, and keep you productive. It can also have some pretty great tax benefits.

Just make sure your space is designed to perform. You may not need a desk or a file cabinet, but if you live with others or you have to be on the phone a lot, a room where you can gain some privacy and close doors is a good idea. Just do the best you can and make sure it stays clean, organized, and as distraction free as possible.



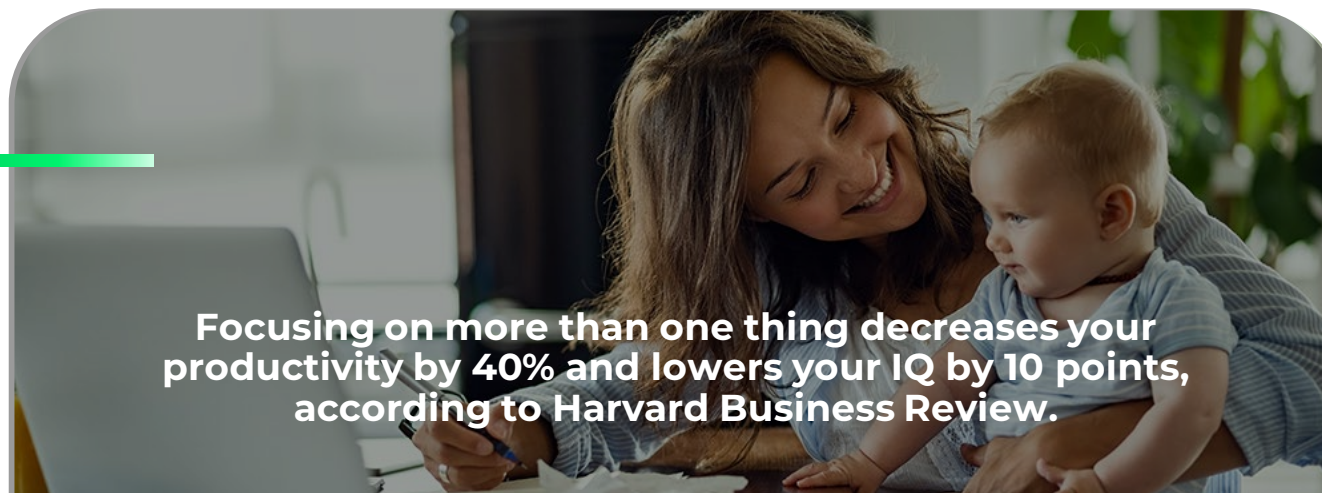
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# Speaking of Distractions...

## The Myth of Multitasking

Did you know only 2% of people can effectively multitask? For the rest of us, it's important to know which distractions are worth it and which to ignore. For example, if your dog needs to go out, let it out. But when you're on a work call, you shouldn't also be doing dishes, cooking dinner, or helping your kids with homework.

Avoid constant email and social media checks, phone calls from friends, or taking care of household chores when you should be working. Your clients, co-workers, and boss need to know you can work from home without being distracted.



**Focusing on more than one thing decreases your productivity by 40% and lowers your IQ by 10 points, according to Harvard Business Review.**

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# Focus and Balance

## Track What's Important

If your company isn't setting deadlines for you, consider making your own. Setting benchmarks will help you accomplish meaningful work each day and keep you on track. This can be something as simple as jotting down a quick To-do list each morning before you start work.

Tracking your work goals will also help you keep a healthy work/life balance. When working from home, there can be an unspoken expectation that you should be available whenever you're needed. Focus on being available consistently instead. For instance, you don't need to answer a 2 a.m. email from your boss, but if your boss or a client calls when you're eating lunch, go ahead and respond.



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# Be Present When it Counts

## Keep a Schedule

**If you started working in the office before transitioning to remote work, your employers and customers are used to being able to reach you during a certain time frame. Make sure this translates over to working from home and keep those same work hours. This isn't the time to be out running errands, baking up a cake, using social media, or obsessively checking your emails. Simply put, if you wouldn't do it while working in an office, you shouldn't do it from home until work hours are over.**

**If you're starting out fresh with a work from home job and can choose your own hours, consider how you feel at different times of the day. Choose the hours when you are usually most productive and energized to work, then communicate those hours to your employer and customers.**

**You should also schedule and stick to your work hours each day, just like you would in an office. It's easier to stay on track both with your time and finances if you're logging it. Use any time tracking software your employer provides accurately. Alternatively, you can keep a journal, log your hours in a spreadsheet, or consider looking for your own software online.**



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# Tap into Resources

## Have the Right Tools

A huge challenge for remote workers is a lack of the same communication and resources that are available in an office environment. Communication is crucial for being a successful remote worker, as is access to the proper tools.

Make sure you have the basics: high-speed internet, a strong phone connection, and an up-to-date computer.

### Tools

There are also several online tools to help you collaborate and communicate well with your coworkers and clients. Ask your employer for help obtaining these tools. Undoubtedly, they will want you to be equipped to do your best work.



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# Prioritize Your Health

## Take a Break

It can be tempting to work nonstop when you don't have a mandatory break scheduled, but taking breaks is important to your health. Take a few minutes to get up and stretch, change positions, or use the facilities after a productive hour. Keep your lunch hour and eat, take a walk, do some yoga, stop in at the local coffee shop, or just go to another part of your home to change the scenery for a bit. The point is to step away for a moment and refresh, gain a new perspective, and keep your blood flowing.

To stay disciplined, approach your breaks the same way you would if you were in an office. Your breaks should be part of your work schedule and communicated to your coworkers and clients.



**"...Deactivating and reactivating your goals allows you to stay focused. Brief mental breaks will actually help you stay focused on your task!"**

— **University of Illinois  
psychology  
professor Alejandro  
Lleras**

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# Don't Become a Recluse

## Maintain Your Connections

When you're working from home, you're missing out on those office interactions that would normally provide for your social needs each day. You can start to feel like the outsider if you don't take care. Maintain your connections with your coworkers and make sure everyone's on the same page. Pop into the office occasionally, even if you don't need to. This will help you remain visible and feel like part of the team.

Also, make sure you're maintaining your personal connections with family and friends. They'll be more important to your social health now.

### Good Times to Visit the Office:

To meet new  
leaders or  
coworkers



To communicate  
complicated  
information better



To participate in  
office celebrations  
or activities



To interact face-to-  
face with  
customers



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# Enjoy the Journey

## More Help for You

We hope our 8 Tips for Highly Successful Home Workers has helped you discover a better way to work from home and given you some confidence for your journey. Working from home can be an extremely rewarding career move when you practice some basics to help you navigate and thrive outside of an office environment.

To learn more about working from home, check out our blog [LINK] or look into some of the resources listed below.

### Business VoIP Phone Systems:

[Mitel MiCloud Connect](#)

### Videoconferencing:

[Lifesize](#)

### File-sharing:

[Dropbox](#)  
[Google Drive](#)

[Box](#)  
[Microsoft OneDrive](#)

### Task-tracking:

[Trello](#)  
[Basecamp](#)  
[Asana](#)

### Team chats:

[Slack](#)  
[Microsoft Teams](#)





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# 8 Tips To Follow When Working From Home

## Sources and Resources

Resources - <https://www.mitel.com/lp/remote-working-solutions>

Statistics - <https://globalworkplaceanalytics.com/telecommuting-statistics>



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