

Collaboration and communication

Don't forget that you are still part of a team. Try to think about how you were collaborating and communicating with others before and trying to find the best way to do these while working remotely. Did you usually have a quick chat in front of the coffee machine at your office before? Have a quick chat with a colleague! Did you rely on the colleague sitting next to you to give you feedback? Connect with him!



Set a schedule and stick to it

Know when to start working and when to stop working. Family, pets, or other distractions shouldn't get in the way while working, and work shouldn't get in the way while enjoying your free time. Make yourself a nice-looking schedule if that can help.



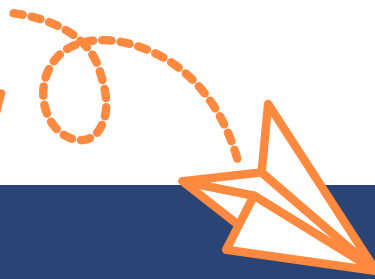
Follow your work routine

Having to create new habits overnight can be exhausting, and there's no need to do so. Try to follow your old working habits; it will make your work at home more accessible and more comfortable. Follow your morning routine just like you used to do.



Give yourself regular breaks

The human brain needs some fresh air every now and then. Try to schedule small breaks every hour or so and longer ones a few times a day.



Create a space for work

When working in an office, private life and working life are separated very clearly in terms of space. This helps the brain understand which activity it should be focusing on at every different moment of the day. Try to replicate this at home by having a separate space for work that you don't use for other activities.



Stretch, meditate and exercise regularly

A healthy mind needs a healthy body. Give your body and mind some time to relax and regenerate. Meditation can be great to deal with anxiety, stress, or distractions. Exercising helps your body stay healthy.



Avoid Distractions

When you are working, you are working. Try to avoid distractions by minimizing them. Being stronger than them is not easy nowadays as we're flooded with notifications, colors, and sounds designed to distract us, but consider putting your phone away if you don't need it, cleaning your work environment, and entirely focusing on the task at hand.



Use new online tools that can boost your productivity

There are plenty of them, and they're not all suited for everybody, but you can experiment for yourself. Calendars, to-do-list apps, organizers, focus apps... There are so many of them! (be careful not to get distracted by them, though!)