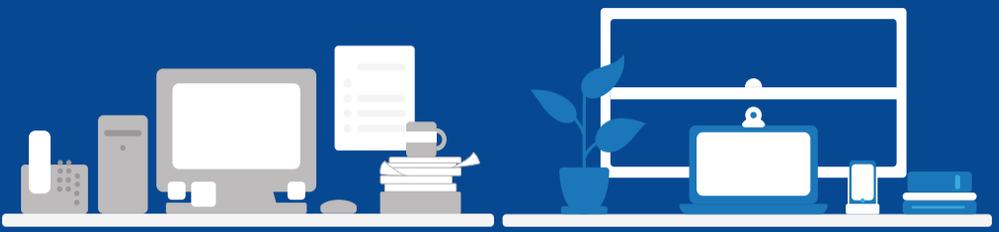


10 TIPS FOR GETTING THE MOST OUT OF WORKING FROM HOME



TIPS FOR PRODUCTIVITY



DESIGNATE A SPECIFIC WORKSPACE

Traditional office spaces are designed to encourage productivity. By changing your environment to distinguish between work and home can offer psychological benefits and promote focus when home working.

PLAY MUSIC AT A MODERATE VOLUME

Studies have shown that listening to music while working boosts productivity, but make sure its at the correct volume! Anything too loud, quiet or too wordy can have the opposite effect.



SET UP YOUR OFFICE NEXT TO A WINDOW

Natural light helps to improve your mood and increase productivity, it also helps with your physical health as it is over 80% associated with improving eyestrain, headaches and poor vision.

DRESS LIKE YOUR GOING TO THE OFFICE

The way you dress has psychological effects and can change the way you think. Wearing pyjamas can make you feel lazier and less productive, where as wearing what you usually go to work in can help you focus.



IF IT TAKES LESS THAN 2 MINUTES, DO IT NOW

Small tasks can accumulate and make your to-do list seem like an impossible task. Keep checking off small jobs to make your list seem more managable, this will help you maintain productive momentum.

GIVE YOURSELF A TIME LIMIT FOR TASKS

Planning your work day and setting time for each task, including choosing the tasks you want to complete for the day and allocating time limits for each task helps you keep on track to achieve your daily goals.



SET THE TEMPERATURE BETWEEN 21° AND 23°

Studies have shown that the temperature of the room can affect productivity and motivation levels, keeping your workspace between 21 and 23 degrees is said to be the perfect temperature to work in.

FIND A WAY TO KEEP YOURSELF ACCOUNTABLE

In a traditional office your boss or other workers will hold you accountable, influencing the way you perform. By yourself, you may need to establish a different kind of accountability.

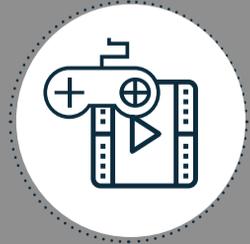


TURN OFF SOCIAL MEDIA NOTIFICATIONS

Social Media notifications can easily waste time. Turn off notifications to avoid the temptation to scroll through newsfeeds. If you must check them throughout the day, allow yourself a set amount of time.

MINIMISE DISTRACTIONS AROUND YOU

Distractions while working can cut into your hours of productivity unless you take measures to prevent them. Use break times to interact with family and friends but set limits to the amount of time you allow them to distract you.



If you are having trouble with your business continuity plan or struggling with home-working, HTG can help. Specialising in desktop virtualisation, cloud and remote working, we can provide advice and technical know-how. Get in touch now!