Top Tips for a Successful Transition to Remote Work

Make your Space Work
- No distractions
- Add other comforts
- Ensure ergonomics are a must
- Keep your chargers close by
- Unplug when the day is over
- Connect one-on-one regularly

Use the Right Equipment
- Use a supportive chair
- Provide ample details
- Use cloud-based platforms
- Use emoticons

Create Digital Boundaries
- Set up your non-workspace
- Unplug when the day is over
- Establish a schedule for breaks

Avoid Miscommunication
- Provide ample details
- Ask for clarification
- Get comfortable learning new things
- Keep your chargers close by

Embrace Tools
- Use cloud-based platforms
- Use a supportive chair
- Check your internet speed
- Connect one-on-one regularly

Maximise Your Meetings
- Test the technology
- Arrive on-time
- Send meeting requests and sharing files
- Use video calls – meetings or longer discussions

Use the Right Channel
- Email – meeting requests and sharing files
- Instant Messaging – casual chats or quick requests
- Video calls – shorter or longer discussions

Gather everything you need
- Get comfortable learning new things
- Consider an external monitor
- Keep your chargers close by
- Control your noise level

Avoid Multi-tasking
- Be mindful of distractions
- Avoid multi-tasking
- Maximize your meetings

Protect your non-workspace
- Unplug when the day is over
- Establish a schedule for breaks
- Test the technology
- Ask for clarification

Email – meeting requests and sharing files
- Use cloud-based platforms
- Use emoticons
- Arrive on-time