

TIPS FOR WORKING FROM HOME

How to Stay on Task and Motivated

BLUE SIGNAL

MAKE A REAL HOME OFFICE

- Set a schedule of hours, and stick to it.
- Keep a dedicated office space.
- Set boundaries. When you are on your work computer, it's work time.

77%

Of remote employees say they are more productive when working from home. (CoSo Cloud)



SCHEDULE BREAKS

22%

Of remote employees report that unplugging after work is their biggest challenge. (Buffer)

- Utilize allotted break times.
- Leave the building once a day.
- Have a separate work phone number.

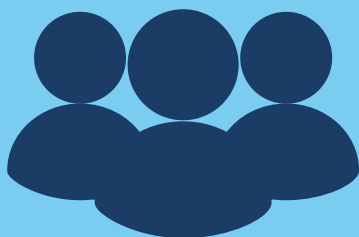


STAY SOCIALIZED

- Chat with co-workers.
- Speak up during conference calls.
- Ask about outings.

19%

Of remote employees report loneliness as their biggest challenge. (Buffer)



COMMUNICATE

27%

Of employees report that working remotely has made communicating with colleagues more difficult. (EIU)

- Ask for what you need.
- Repeat yourself.
- Be positive!



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