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REMOTE WORK BEST PRACTICES

Tips and Strategies for Successful Remote Work

Establish a Dedicated Workspace

It's essential to have a dedicated workspace where you can focus and be productive. This could be a separate room, a desk in a quiet corner, or a coworking space. Make sure your workspace is comfortable, well-lit, and free from distractions.

This could mean setting up a desk in a separate room or finding a quiet corner in your home where you can work uninterrupted. A comfortable chair is essential for a comfortable workspace. Invest in a good quality chair that provides proper support for your back and is adjustable to your height.

Also try to keep your desk organized. A cluttered workspace can be distracting and stressful. Organize your desk and keep only the essential items on it.



Use the right tools

Remote work relies heavily on technology, so it's important to use the right tools to stay connected and productive. This could include communication tools like Slack or Microsoft Teams, video conferencing software like **Zoom** or **Google Meet**, and collaboration tools like **Jira** and **Trello**.

VPN's provides a secure remote access, making it possible for remote workers to access company resources and data securely.

Time-management software, like **Pomodoro** Timer, which involves breaking work into intervals, separated by short breaks. These can be useful to stay focused and productive and help everyone take the necessary breaks.

Virtual background tools like Zoom's virtual background feature can help remote workers maintain their **privacy** and professionalism during video calls.



Set Clear Boundaries

One of the biggest challenges of remote work is separating work from personal time. It's important to set clear boundaries and establish a routine that works for you. This could mean setting specific work hours, avoiding work-related tasks outside of those hours, and taking regular breaks throughout the day to recharge and stay focused.

It's important to separate your work and personal life, even when you're working remotely. Set aside time for exercise, hobbies, and spending time with loved ones.

Use tools like slack status update and calendar blocking to help you manage your time and communicate your availability.

If someone violates your boundaries, be firm but polite in communicating your needs. Let them know that you value their time, but that you need to prioritize your own work and responsibilities.



Communicate Effectively

Effective communication is key to success in remote work. This includes using the right communication channels for different types of messages, being clear and concise in your messages, and keeping everyone in the loop. Respect the values of **non-violent communication**.

Use clear, concise and **clean language** in your messages, choosing the right communication channel for different types of messages, and keeping everyone on the same page. Expectation management goes a long way.

Practice **Active Listening** and be respectful of others time and availability. Don't expect an immediate response, and be mindful of time zones and different work schedules.

Keep the important channels, such as #general (slack) unmuted, as the publications posted there will be important for you and your teams.



Establish a Team Culture and Agreement

When working remotely, it's important to establish team agreements and expectations. This could include guidelines around communication, response times, and availability. By establishing these agreements upfront, everyone on the team knows what's expected of them and can work together more effectively.

Focus on the most essential agreements first. These may include things like communication protocols, work hours, or project tools.

Document your agreements in a shared document or wiki. This makes them easy to reference and helps ensure that everyone is aware of them.

Review and update your agreements regularly to ensure that they continue to be relevant and effective and hold each other accountable for following them. This helps ensure that everyone is committed and engaged.



Take Breaks

Just like in a traditional office, it's important to take breaks throughout the day when working remotely. This could include getting up and stretching, going for a walk, or taking a mental health break. Taking breaks can help you stay focused and avoid burnout.

Take short and frequent breaks throughout the day. Even a 5-minute break to stretch or walk around can help you refresh your mind and body. Spend some time outside during your breaks. Fresh air and sunlight can help boost your mood and energy levels.

Disconnect from your work during your breaks. Step away from your computer and phone, and engage in activities that you enjoy.

Schedule regular breaks into your workday and respect your lunch hour. Even if you're not hungry, use it as an opportunity to be mindful and present. Practice deep breathing or meditation to help calm your mind and reduce stress. Eating healthy helps in any situation.



Stay Connected

When working remotely, it's important to stay connected with your colleagues and your team. This could include regular check-ins, virtual team building activities, or casual conversations over video conferencing tools. By staying connected, you can build stronger relationships with your colleagues and avoid feeling isolated.

For several teams, pairing and mobbing is a common thing within Turbine, but while pairing you are mostly focused on a work topic, so don't forget to have fun and inject some humor into your interactions with your team members. This can help reduce stress and increase positivity.

Celebrate milestones and successes with your team members, even if you can't do it in person. This can help create a sense of camaraderie and support among team members.



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THANK YOU!

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