



12 Helpful tips for working remotely in 2020 and beyond

After working remotely for 25 + years, here's some things I find most helpful in being productive

1. Show up to work on time. Begin each day at the time that you usually start working.
2. Dress up. Dress like you would go to work at your office. This will help you get in the right mindset to work for the day.
3. Find your workspace at home, or somewhere else, like a coffee shop where you can be productive and get things done. A coffee shop offers community, good coffee and stimulus to work hard.
4. Make sure you've got great Wi-Fi. For sure you'll be doing lots of video chats. There are ways to test your wifi w/ your phone. Check the App Store.
5. Have a great video chat software solution to do your meetings. I use Zoom, but have also used GotoMeeting and several others including Skype. I like Zoom the best.
6. Make sure you are well 'lighted' for your video chat. -Nothing like talking to a dark figure on the other end:) Zombie.
7. Set a schedule of your daily work.
8. Start out by making your to-do list for today to be most productive-first. Check things off as you go! *good apps for that as well. I Still like my 3 x 5 card.
9. Connect with your people as often as you can whether by teleconference, video chat or in person.
10. Limit your work 'around the house' during your office hours, ie laundry, dishes, pets
11. Make sure your space is quiet and you're able to focus, removed from kids and dogs. I do like background noise (find some good ones on YouTube, eg Coffee shop), but not my barking dogs during a conference call or video chat.
12. Be sure you stop Work at the time you usually do. I think there is a tendency to work all the time when you're now working from home. It's very handy and productive!

Let me know if I can help you - contact me @ ancil@ancillea.com

Blessings!