remote working.

Advice and tips to bring structure to your day and help you stay motivated.

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Complete I.T.

Keep to your usual routine

Start your day the same as you would usually. Waking up at the same time you usually would, getting dressed and cleaning your teeth is the best way to start your day so that you remain focused and engaged.

Don't lose touch

It can get very lonely staying at home all day which is why it is important to maintain contact with your team.

Calling, video calling or even sending a GIF is a great way to interact with your team. Even hosting a 10 minute coffee morning could make all the difference.

Create your space

For a lot of people this can be hard, especially because of a lack of space and other family members in your house but it's important to distinguish a clean and tidy area where you can work in.

Having a set working space will also help when it comes to the end of the day as you are able to leave that space, switch off and focus on your home life.

Distinguish barriers

It's easy to carry on working through the evening when you are working remotely as your work and home life blend into one, but it is essential you are cautious of this.

Set an alarm to go off at the end of the day so you know it's time to stop typing and instead, is time put your feet up!

Make a list

It may sound silly to some, but the unconventional home life work set up is distracting for many people and making a simple list can make all the difference.

Making a list at the start of your day to get yourself organised is a great way to ensure you know what needs to be done. Simple, yet effective.

Take breaks

Taking regular breaks is important to help keep you motivated and stretching your legs after sitting at a desk for hours is good for your body and mind!

As let's be honest, none of us can concentrate properly after starring at a screen for 3 hours straight. Make a cup of tea, stretch your legs and take a moment to breathe.