CORONAVIRUS COVID-19

WORK FROM HOME TIPS & ADVICE

DOSTER

10 TIPS TO FOLLOW WHILE WORKING REMOTELY

1. SET UP YOUR DESK

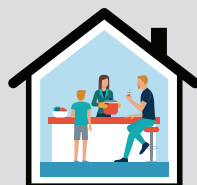Set up a dedicated work station with all the tools you will need to work remotely.

2. PRIORITIZE

Prioritize your personal and professional responsibilities and plan your day accordingly.

3. SCHEDULE

Schedule your work day in advance and set specific blocks of time to work on tasks and projects.

4. COMMUNICATE CLEARLY

Working from home demands clear and consistent communication. Be responsive and detailed.

5. VIRTUAL MEETINGS

Host daily or weekly video chats with your team.

6. STAY CONNECTED

Host virtual coffee or lunch breaks with your co-workers to stay connected.

7. TAKE A LUNCH BREAK

Don't eat meals at your desk. Take a break and step away from your work station for lunch.

8. LEARN A NEW SKILL

Take any extra time to learn a new skill that could enhance your professional development.

9. EXERCISE

Take breaks and make time to stay healthy and active.

10. STAY POSITIVE

Remember that this is just temporary. Stay positive and enjoy this extra time at home.