

# WORKING REMOTELY: STRATEGIES TO MAXIMIZE PRODUCTIVITY

## ► COMMUNICATION

- Clarify work expectations
- Consider a system for sharing information
- Manage communication expectations with colleagues

## ► STAY CONNECTED

- Create opportunities for 'Water Cooler' conversations
- Consider regular meetings
- Avoid feelings of isolation by staying connected

## ► SELF-CARE

- Create a comfortable environment
- Protect your time (don't be afraid to disconnect and take breaks)
- Make time for fun activities
- Be kind to yourself

