

The Reward Way for Working From Home



1. The Right Equipment

There are many innovations in technology that will make remote working life much easier so it's worth regularly researching what is out there to aid you.



2. Designate a Space for Work

As much as you might want to wake up and work directly from the comfort of your own bed, in the long term it's not going to aid in your productivity.



3. Set Yourself Working Hours

Set some rigid working hours where you shut everything off and focus on the work that needs your attention.



4. Get Some Structure in Place

Structure your workday by planning out which tasks need to take priority and how many hours you are going to spend on each job.



5. Always Communicate

It is beneficial if you can supplement email or text communication with frequent face-to-face and voice interactions depending on what type of discussion you are having.



6. Use Flexibility Wisely

You know better than anyone when you do your best thinking and working so take advantage of it.