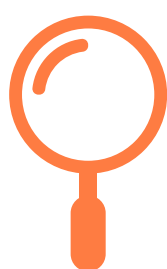


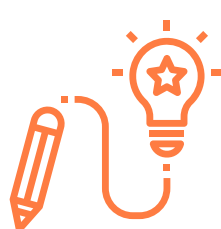
# Productivity Hacks for Remote Employees

## TIPS TO SUPPORT YOUR REMOTE WORK SUCCESS



### Focus on results

Be result-driven, rather than focusing on the hours you stayed online. Take frequent breaks away from your computer to avoid burnout.



### Right tools for collaboration

Not all the problems need a 1-hour-long meeting with 5 people. Drop a chat message or an email, with a short screen recording (e.g., ScreenToGif) as the starting point and see where that goes.



### Limit multitasking

There is a switch cost of ~20 minutes each time you multitask, and most of our tasks need uninterrupted focus. Quantity vs. Quality. Therefore, multitask responsibly.



### Seek feedback

Feel stuck, not making progress or unclear about the next steps? Stop pondering and drop a message to your colleague/manager for help.



### Continuous learning

Set aside a dedicated time, each day or week, to learn something new to avoid feeling bored and stay inspired.



### Be human

At the end of the day, it's people whom we interact with through our computer screens. Be respectful and try to understand/acknowledge others' emotions and be nice to your colleagues :)