



## Work From Home Tips from the Pros

There's no shortage of technical challenges facing remote workers today. Yet, it's the remote workers themselves who tend to pose the biggest problems. Again, this is due to a challenges in communication, and lack of training and experience in working remotely.

The good news is that almost anyone can learn to be an effective and reliable remote worker. Here are some pro tips for staying on track:



### ✦ **Maintain Discipline**

Above all, working from home requires discipline—it can make or break the work at home experience. And unfortunately, it's a challenge to maintain when there are televisions to watch, snacks to eat, and family members roaming the halls.

Employees should strive to create a dedicated work area, and avoid common areas or locations that are overly comfortable such as sofas, hammocks, or poolside. Likewise, trips to the refrigerator should be limited. Attempt to keep a set schedule, and work at a desk—this puts workers in the ideal mindset. These tips are critical for maintaining productivity.



### ✦ **Reduce Noise**

It's necessary to have a quiet place to work, especially during virtual meetings. Background noises like barking dogs, playing children, and televisions can sound unprofessional and negatively impact communications.

To help eliminate background noise, all workers should remain on mute when not speaking. Using headphones can also eliminate certain background noises. And if possible, workers should try and use an office space with a closed door.



## ✦ **Respect Working Hours**

For some people, one of the most difficult aspects of working from home isn't staying productive—it's stopping at the end of the day. As the lines blur between work and home, working past eight hours can become the norm, rather than the exception.

Few managers will complain about employees who work too much. However, this can be detrimental to health and well-being. If you're not careful, a 40-hour week could turn into 50 or 60. This can lead to depression, anxiety, burnout, and even turnover.

What's more, remote work can change the company culture. For example, a traditionally 9-5 office may start operating 24/7/365. So, it's important to respect normal working hours and communicate only when necessary after hours.

## ✦ **Keep Communication Flowing**

Social isolation can be very difficult, particularly for extroverts, or people who live alone. As such, the right processes and technology should be in place to keep employees engaged throughout the day. Communication is critical for any remote team—both for productivity, and for morale.

One of the best ways to keep remote teams engaged is to leverage unified communications as a service (UCaaS)—a centralized, cloud-based communications system that employees can use to make calls, video chat, text, fax, and collaborate on projects even while working from a distance. With a UCaaS solution, employees can communicate just as they would in a regular office.

In addition, UCaaS can provide a secure and reliable remote communications environment, reducing shadow IT and preventing data breaches from occurring.

Plus, it can reduce or eliminate excess infrastructure like phone systems and fax machines for remote workers, thus providing solutions for many of the struggles businesses and remote workers now face.



**29%**  
of remote employees say they struggle with work-life balance. <sup>[1]</sup>



**19%**  
of remote workers reported experiencing loneliness. <sup>[3]</sup>

## References

<sup>[1]</sup> Fox News, Survey: Many US workers want to stay remote, <https://q13fox.com/2020/05/06/survey-majority-of-us-workers-want-to-stay-remote/>, 2020

<sup>[2]</sup> Business News Daily, Working from Home Increase Productivity, <https://www.businessnewsdaily.com/15259-working-from-home-more-productive.html>, 2019

<sup>[3]</sup> Buffer, State Of Remote Work, <https://buffer.com/state-of-remote-work-2019>, 2019