

10 Productivity Tips For Newly Remote Workers

-  **1** Stick to the same morning routine every day.
-  **2** Create a dedicated workspace for yourself.
-  **3** Keep your house clean!
-  **4** Take breaks and be strict about your work hours.
-  **5** Over-communicate!
-  **6** If you're someone who prefers speaking over writing, consider sending video updates instead of writing them down.
-  **7** Find a time management strategy that works for you.
-  **8** Leave your phone on silent and in another room while you work.
-  **9** Don't eat at your desk.
-  **10** Tend to your mental health.

How To Start Remote Work Productivity Tips For American Readers

Tim Reeser, Steve Kaplan, Alan Wood



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