PRO TIPS:

How to Maximize Working Remotely

(from Alumni Who Do it Daily)

Remote work or Work from Home (WFH) has received a lot of attention during the COVID 19 crisis. While this concept is new to many of us, others work remotely as a part of their "real" job! We asked Berry alumni who WFH for advice on how they are productive every day in a remote environment. Here's what they shared.

1. Get Into a Professional Frame of Mind

- **Do what it takes to help you prepare for your workday (take a shower, get out of pajamas, wear a hat, etc.)**
- **As long as you're comfortable & can focus on completing your work, do what makes you happy & productive.**

2. Dedicate a Distraction Free "Work from Home" Space

- **Invest in a desk/chair or other needed tools, keep your supplies centralized.**
- **Test technology & invest in a hot spot if needed.**
- **Change up the scenery periodically (another room, outside if the internet is strong, Starbucks, etc.) Relocate because you can; maybe you'll be even more productive somewhere else.**

3. Plan Your Day in Advance

- **Make a daily "to-do" list with items & projects to accomplish - everything from large projects to daily check ins. Mark items off your list as you complete them!**
- **Try the Pomodoro Technique, a time management method used to break down work intervals & increase productivity.**
  - **Set a timer for 25 minutes to do your work & then take a short break to get up & move or grab coffee or a healthy snack before starting the cycle again.**

4. Keep Your Calendar Updated

- **Share your calendar with co-workers to show when you're available & when you're not (meetings, obligations, calls, appointments, projects, etc.)**
- **Block time off; "virtually" shut your office door when you need to focus.**

5. Stay Connected with Co-Workers

- **Teams need to stay connected to be successful. Build healthy communication habits now!**
- **Be intentional about how you connect with your peers & manager (reach out, check in, video chat, Zoom, text, or use instant messenger to start a team group chat).**
- **Don't be "that person" people see on emails but don't really know who they are. Contribute to meeting conversations, turn your webcam on & let people know you are part of the team.**

6. Set Business Hours; Establish Boundaries Between Work & Personal Life

- **Physically remove yourself from your workspace at the end of the day, even if everything isn't marked off your to-do list. It's time to relax your mind & soul & decompress after a productive workday!**
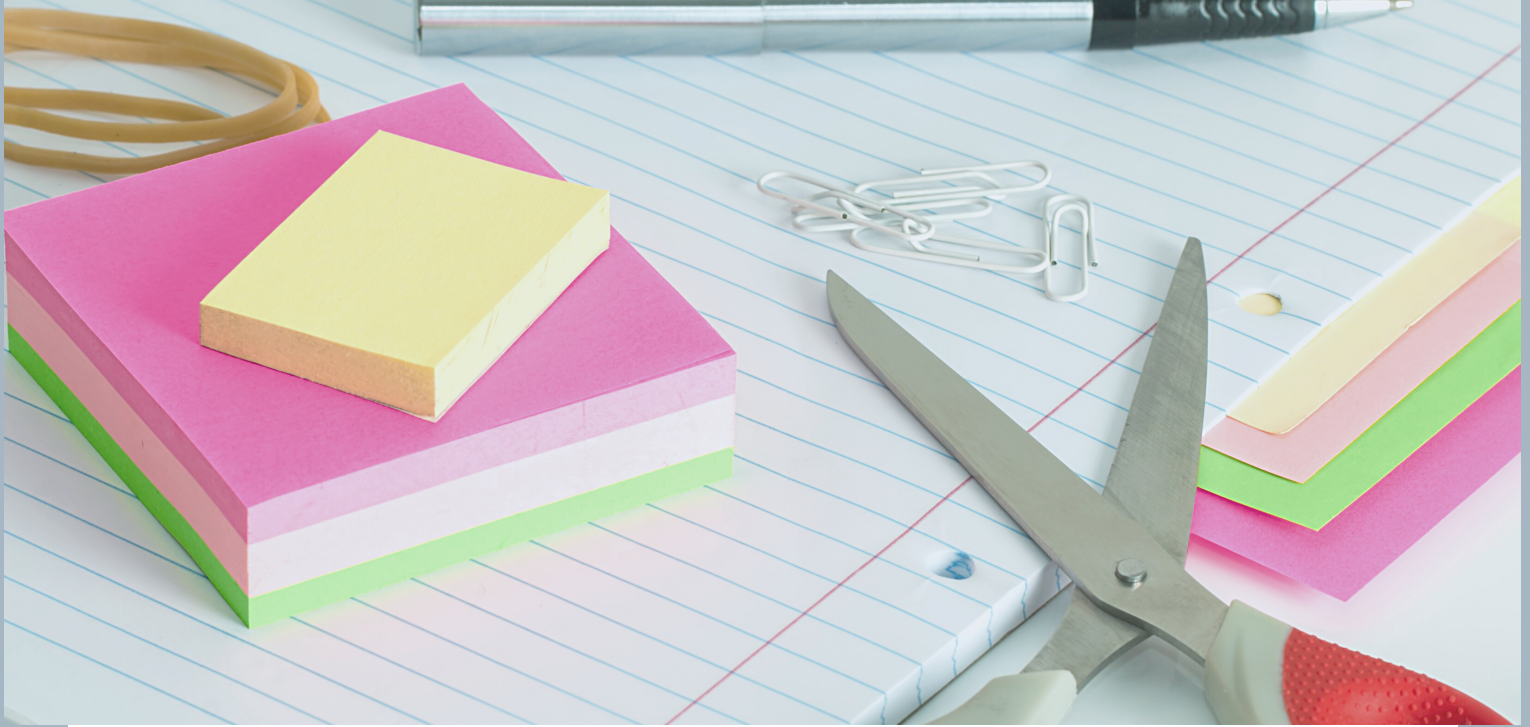
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