UABLEARNDEVWHISPER

A Weekly Publication of Learning

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5 Remote Work Productivity Tips

Let's face it. Remote work is on the rise and it can be difficult to be productive when working from home – with so many distractions. But it isn't a new concept. There are several things you can do to maintain your focus and become more efficient and successful while working from home.

CALL TO ACTION:

- Keep a schedule or list.
- Think about your weekly outcomes.
- Stay connected by proactively reaching out to co-workers, leaders and clients.
- To relieve anxiety, take breaks.
- End your work day with a "To-Done" list.

KEEP ON LEARNING*

▶ Join us for the webinar, **"The Resilient Team: Productive Strategies for Working Remotely"** on June 4, 2020 at 10:00 am.

▶ Read the article, **How to Actually be Productive When You're Working from Home**.

▶ Check out the video **How to Actually Work…When You Are Working from Home** (3m 9s)

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