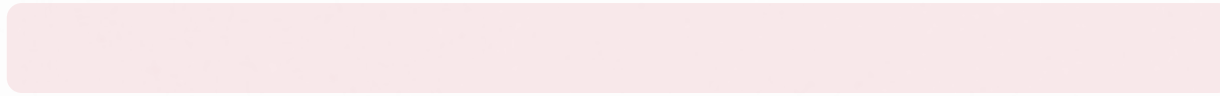


INCREASE PRODUCTIVITY WHILE WORKING REMOTELY



Swipe



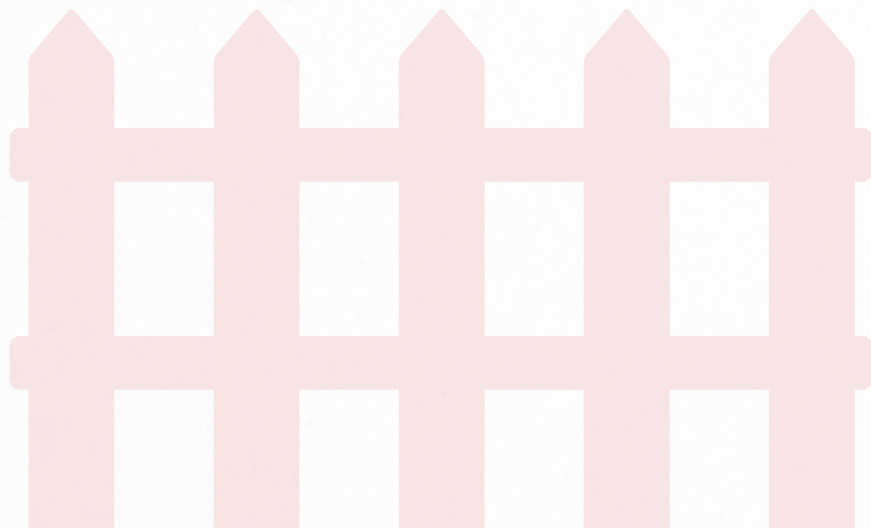


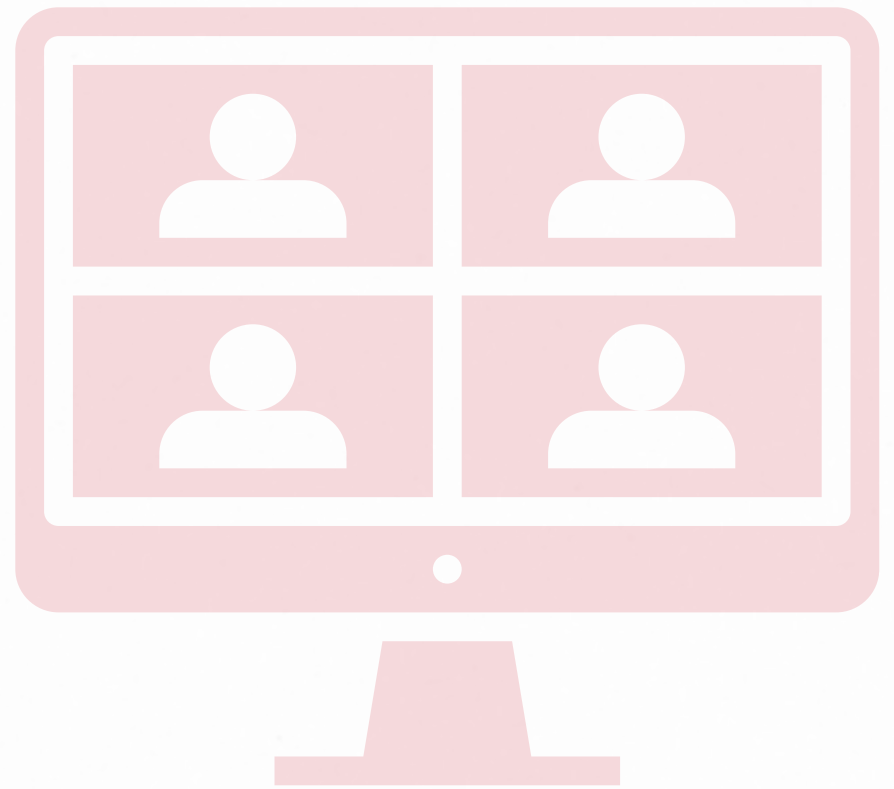
Set Priorities

Determine your priorities by dividing them according to personal conditions and activities. Working remotely is flexible, but it takes the right schedule and consistency to do it.

Define Boundaries

Remote workers should designate a certain area of their home as a workspace in order to concentrate better and minimize disruptions. It can also affect your psychology.





Use Meeting Time Wisely

The more time spent on formal meetings, the less time to do work. Schedule 15-minute micro-meetings to convey information quickly and make wise decisions.

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Over Communicate

Communication should be frequent, candid, and consistent. Improve communication between managers and employees about performance goals and rewards.





Practice Self-Care

Productivity happens when people can reduce their stress levels. Build self-care into your daily routine, whether that is a walk in the sunshine, or contact with the loved ones.

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