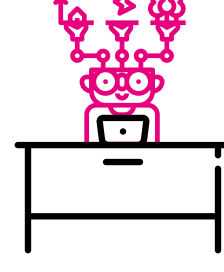


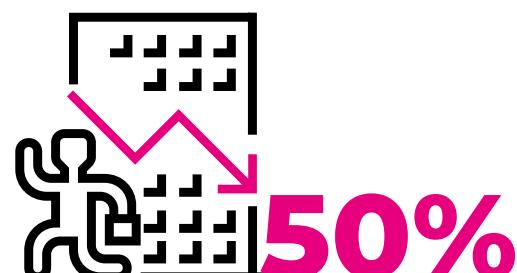
SETTING UP THE ULTIMATE WORK FROM HOME ENVIRONMENT



2/3 of managers report that employees who work from home increase their overall productivity.



86% of employees say they're most productive when they work alone - devoid of distractions like inefficient meetings, office gossip, or loud office spaces.



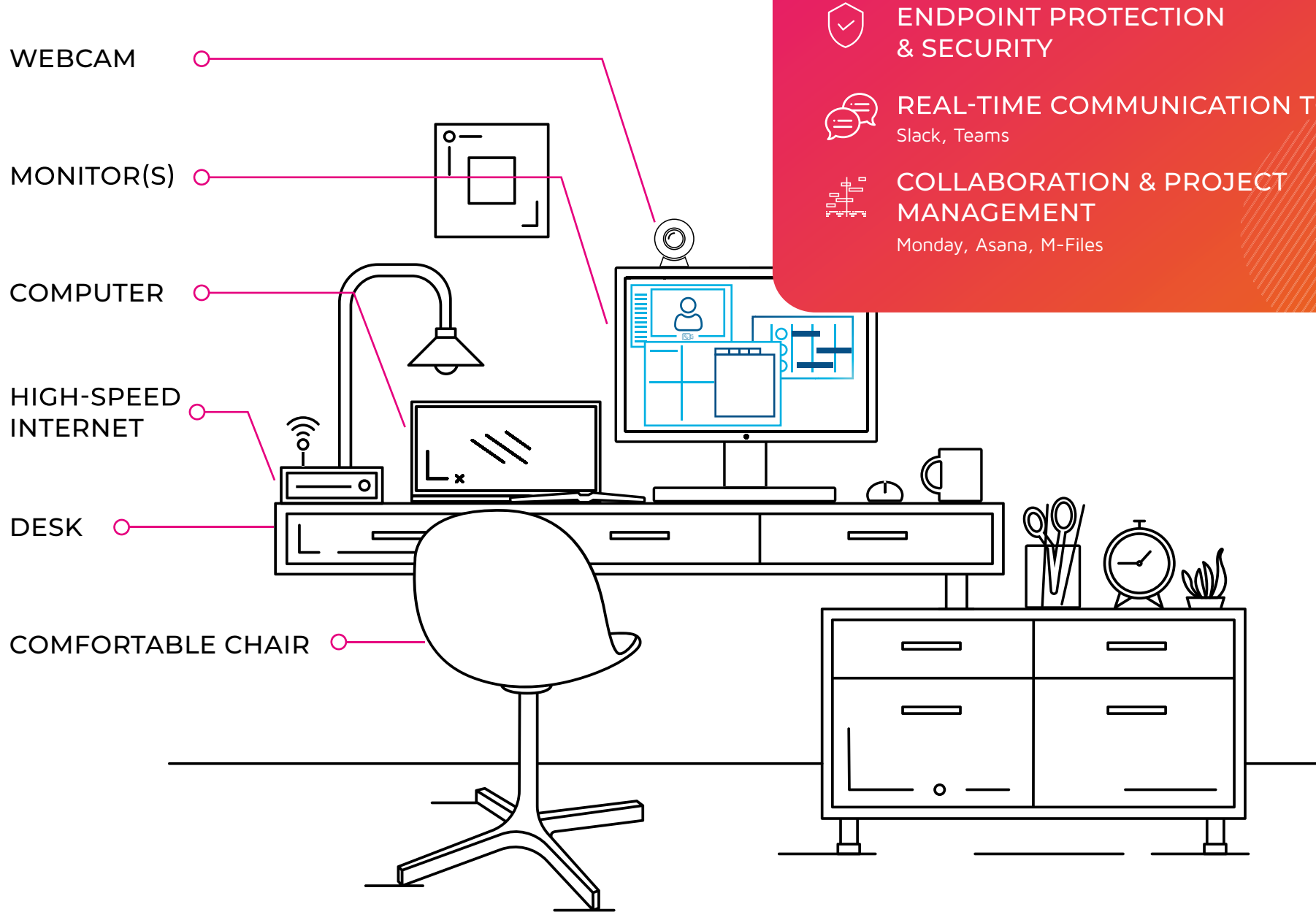
Employers who offered a work from home option had employee turnover rates fall by over 50%



68% of millennial job seekers said a work from home option would greatly influence their interest in working for a company

WHAT IS YOUR ULTIMATE WORKSPACE?

Equipment



Software

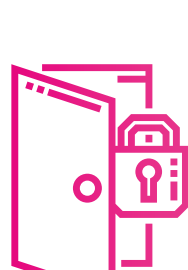
- DOCUMENT MANAGEMENT**
M-Files
- VIDEO CONFERENCING**
Zoom, Teams
- ENDPOINT PROTECTION & SECURITY**
- REAL-TIME COMMUNICATION TOOL**
Slack, Teams
- COLLABORATION & PROJECT MANAGEMENT**
Monday, Asana, M-Files

13 TIPS FOR STAYING PRODUCTIVE WHILST WORKING FROM HOME



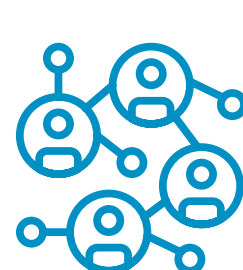
GET YOUR HOME OFFICE ALL SET UP

Monitor, keyboard, mouse, chair, printer... get everything you need set up the way you like it.



MAINTAIN A DEDICATED OFFICE SPACE

You need an office space that is for business only. Your work setup should be separate from your personal setup.



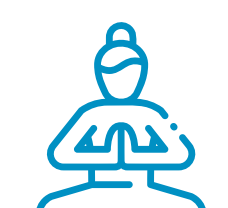
USE QUALITY TECHNOLOGY TO STAY CONNECTED

You need basic technology to stay connected — project management, collaboration, communication and document management.



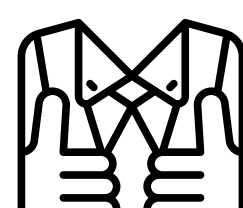
SUSTAIN REGULAR HOURS

Make a schedule and stick to it. Know when to work and when to call it a day.



HAVE A MORNING ROUTINE

Routines help us get in the groove. Establish a routine to get into the right headspace.



GET DRESSED

Taking a shower and getting properly dressed goes a long way towards feeling energised and ready for the day.



LAY OUT FAMILY RULES

Have a family meeting and lay some ground rules about the space you need to be productive working from home.



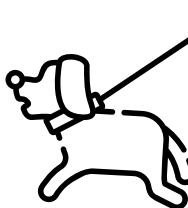
TAKE BREAKS

Allow yourself to take a lunch hour and a couple fifteen-minute breaks to clear your head.



EXERCISE AND STRETCH

Exercise gives your body a jolt of endorphins. Take one of those breaks and stretch or go for a walk. You'll feel so much better afterwards.



LEAVE HOME IF YOU CAN

Try to step away from your workspace regularly. The fresh air and natural light are a welcome sight.



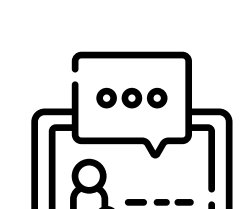
DISCOVER YOUR HIGH PRODUCTIVITY PEAKS

Find out what your most productive times of day are and build your work schedule around those periods.



UPDATE YOUR TO-DO LIST EVERY DAY

It can be challenging to keep track of your priority items, tasks and deadlines. Make it a habit to use a to-do list and update it daily.



CHECK IN WITH COWORKERS FREQUENTLY

Set aside the time to meet with your team and catch up. It's healthy for you and healthy for them... and everyone feels more connected.