

We have collected tips for your effective and positive remote work. Try these tricks today and match results.

How to arrange productive work from your home office?
We have effective tips for you!



<http://xroom.app/>



The format of work in companies has changed very rapidly. Many people do not know how to work remotely and it is difficult for companies to manage a whole team who has become working from their homes in such a short time. Nevertheless, a **business must still be efficient in a new environment.**

Here are the recommendations that can improve your remote work a lot.



VIDEO CALLS & CONFERENCING



Turn on your camera and microphone for online meetings. Let people see you. You could say: “Oh, but I do not wear makeup today” or “No camera please, I did not sleep enough”. *But maybe it is much better to keep yourself in good mood and sleep enough every day, whether you are at your office or at home?*

Video allows people to concentrate on the purpose of a video meetup and appreciate the communication process better. Moreover, you will have no temptation for distraction like “I will make a coffee” or “I can do my hair” during the online call. Learn to tidy up and take off your pajamas every working day. :)



DAILY TO-DO PLAN



When you work offline a colleague may come up and ask what are you doing. **Transparency of your work and convenience of tasks coordination is important online.**

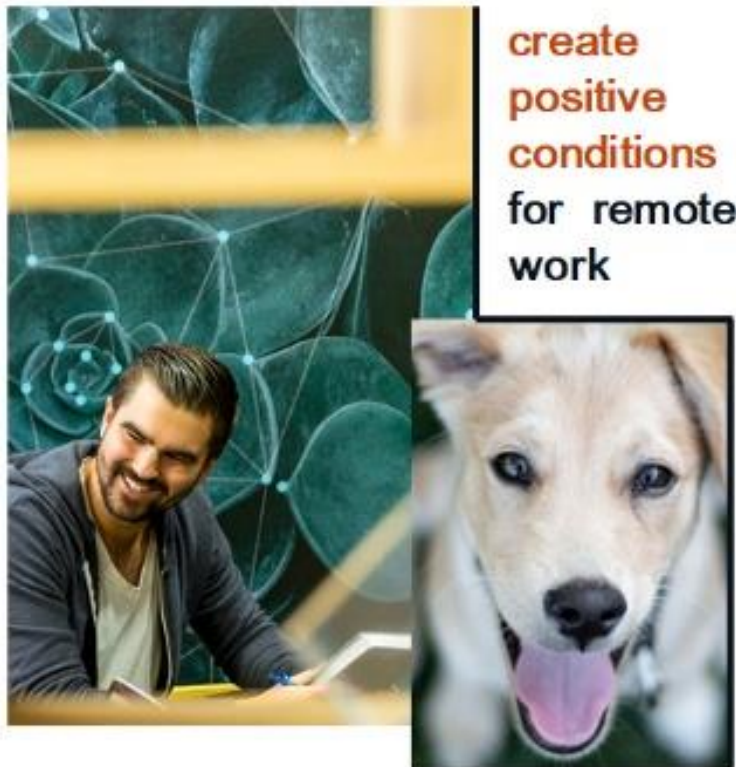
Planning and implementing your tasks when all the necessary services are available in one place is more fast and convenient. Note all your meetings and tasks for a couple of days (or weeks, if a meeting includes many people) in advance on the calendar. What about xroom.app, we have **integrated the service with Slack. You can also use the “follow-up” plugin** to book your meetings and share the booking.

When you set or receive a task add it to your calendar and add the time when you plan to do it. You can also make your calendar available. So colleagues will find out what you are doing and what time you can make a video call.

One more bonus tip: **before making a key-role call tell your interlocutor the purpose of this online meeting via email, messenger or by a short phone call.** Why? It is possible that a call will not be needed at all or on contrary will require some preparation.



ORGANIZED COMMUNICATION



1. HARD COMMUNICATION

Create a protocol which will help you to work with a team:

- where, how and when online meetings will be held;
- where all the necessary files and access credentials will be stored;
- time for responses and types of communication channels (non-urgent, urgent, emergency). Non-urgent tasks can be sent by email, urgent questions can be made clear via a messenger, and emergency things should be discussed in a call. You can define your own internal rules.

One more effective tip. When you receive a letter, reply “ok” or “accepted”. So colleagues will understand that you have got the information or took a task to work on. Feedbacks are necessary, so that information does not get lost among a huge number of parallel micro-management processes.

2. SOFT COMMUNICATION

Setting up a single and convenient information field between all remote team members is just as important as to coordinate tasks implementation. **While working from a home office many employees can feel lonely** and not understand what is happening in another department. Tensions are more likely to arise because of the quarantine caused by COVID-19 pandemic. That is why it is so important **to create positive conditions for remote work.**

Arrange regular online meetings with your team once a week when everyone would share his/her results, challenges, ideas, thoughts and feelings with the team members. It is also a nice idea to create chats where the team members could just blab and share local news or funny memes.





COMFORTABLE & AUTONOMOUS WORKSPACE



A high-traffic room is not the best idea, so pick a room with the least amount of distractions that you can. Find a quiet place, preferably with a window and a nice desk.

Clean up your home office workspace. Get rid of unnecessary items and surround yourself with things that you need for work.

Care about a comfortable chair and table. Hammock and poufs are cozy, but they create an atmosphere for relaxing more than for work.

A glass of fresh water or juice, a cup of tea or coffee, nuts and dried fruits can be on your work table, but a kitchen remains the best place for proper lunches. With the tips provided above you can create a truly comfortable and productive home workspace for yourself.

Stay home and get results!

<http://xroom.app/>

xr∞m

**WORK FROM HOME
QUICKLY & COMFORTABLY**

conscious workstyle

