

How to make the most of remote work?

Working remotely has become imperative in times of contingency plans due to COVID-19.

This measure will allow business continuity, but initially it may be challenging for some employees.

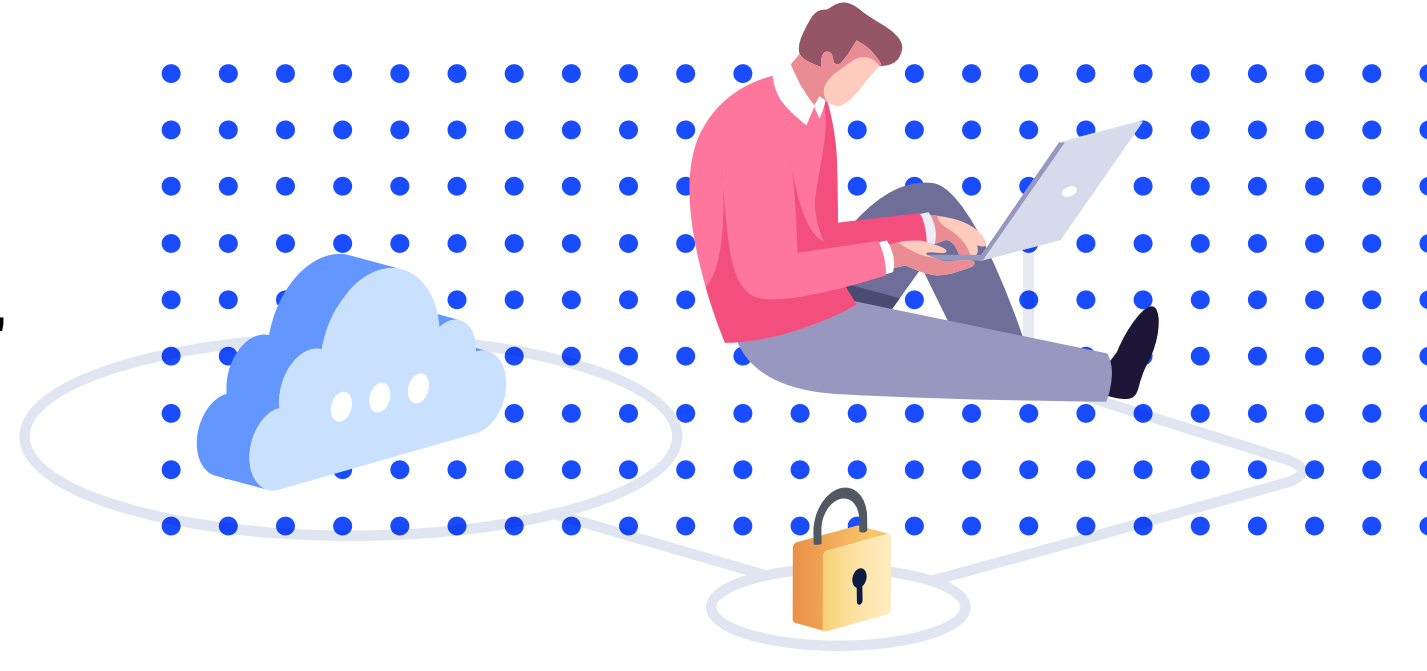
We share some tips for making remote work, effective and less "complicated":



1. Establish a work routine

(as if you were in the office)

Because remote work means continuing to work and delivering results, it is important to develop a daily routine and get your mind in "Get Things Done" mode. If possible, choose one or two quiet areas to work (other than your bedroom) and wear something comfortable (other than your pyjamas).



2. Reinforce communication and promote regular status meetings

Communicating effectively and promoting regular status meetings become even more important during periods of remote work, as they ensure that all parties involved can provide feedback, review goals and feel connected with projects and their evolution. Choose viable communication tools (such as **Cisco Webex**) and ensure that the entire team is synchronised on the same "channels".

3. Take a few breaks during the day

To avoid feeling "stuck" to the computer all day long, take a few breaks during the day, making time for yourself. If possible, try to maintain some physical activity and eat healthy, so you can concentrate and be productive when you need to.

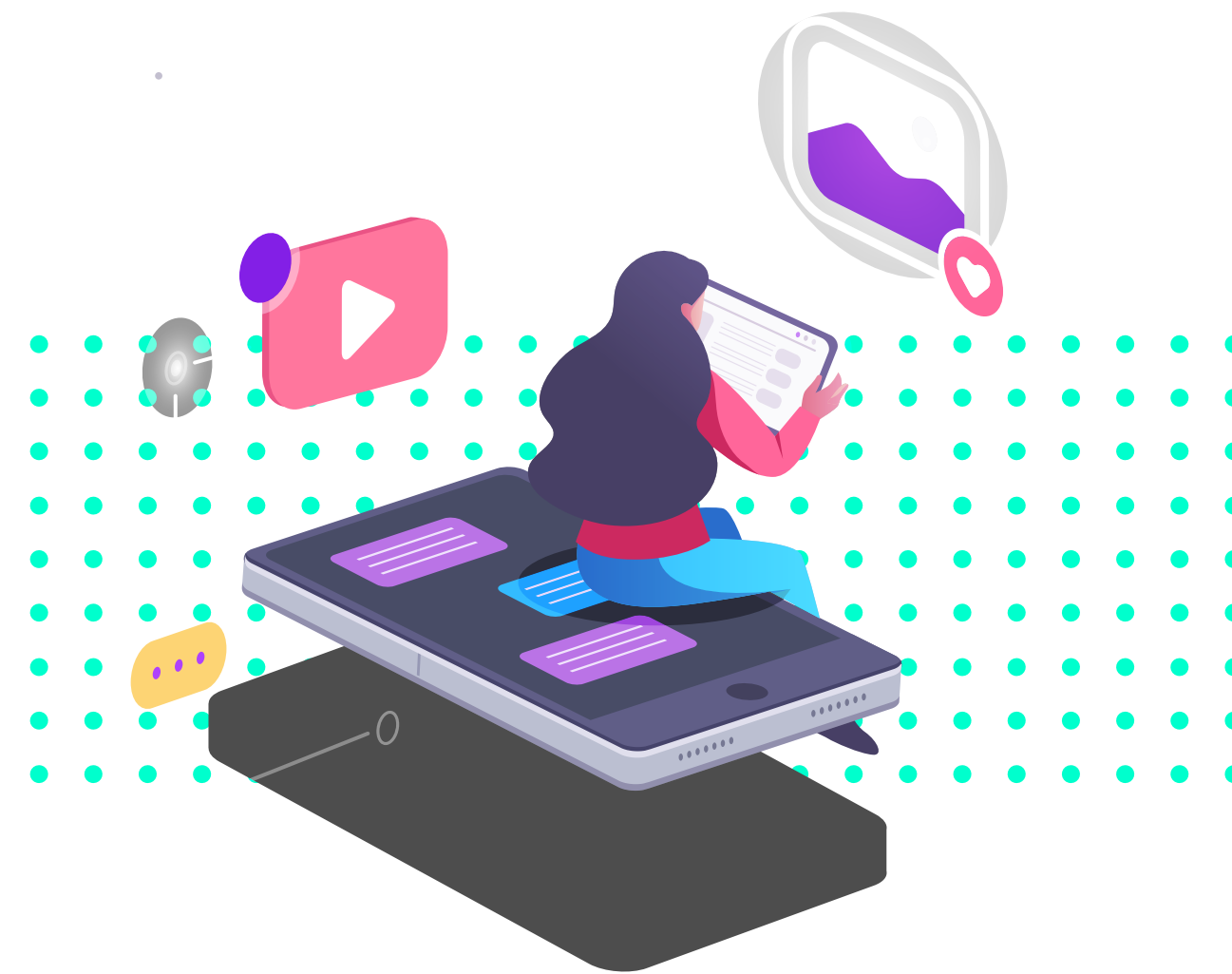


4. Minimise distractions

Use your breaks or set a specific time to check social media/news, check things around the house or provide assistance to specific situations.

5. Don't neglect socialisation

Whether via phone, video call, message, etc., keep social contact with your family, friends and colleagues. It is important to feel "accompanied", even if you are at home.



Stay safe, respecting your local health organisation's guidelines