

Tech Data's Best Practices for Working Remote

Remote Work

Introduction

Working from home is probably a new experience for many, or for others you are working more days from home than you are used to, and not to mention with others at home as well.

Tech Data understands that transitions can be difficult. With this SmartGuide we have come up with guidance and best practices to help you stay engaged, mindful and productive.

We hope it's of good value!

Choose and/or Create a Dedicated Workspace

Setting up a comfortable, safe, and secure workspace at home will allow you to work effectively and minimize distraction.

When finding the right space, an area with good ventilation, lighting, and ergonomics are things to consider. Aim for a space with minimal distraction from outside factors and even from the rest of the members that will be with you at home.

For many, having a decorated workspace helps boost creativity and productivity, while giving them a sense of happiness and positivity.

Lastly, consider the distance between your space and the internet router if your connection is wireless. However, a wired connection like the one you may use at your office may provide better results. Also, if your company provides you with a secure VPN or remote desktop application, using it will safeguard confidential data and applications.

Starting your Work Day Early

Whether it is your drive to the office, stopping at a coffee shop for a drink, or taking kids to school, these are all activities that help us wake up, prepared and on time to be at the office.

Additionally, at work you may have a schedule, but since everyone is mostly remote you may find an opportunity to log on earlier and start working on your to do list. Getting a task started earlier on the day can help you feel and be more productive.

Keeping Your Routine

Do you shower at 7 a.m. when you go to the office? Workout or lunch trip at noon?

When working from home, continue to do the same activities you normally do as if you are going into the office. Things like going to bed and setting up your alarm at the time you usually do, and getting ready at the usual time, or taking your lunch break at noon, or using this hour to go the gym. Keeping the same routine will make your transitions from work to home, and home to work feel less disruptive and easier.

This applies to parents with kids as well, because the transition from home to office in the future may be a bit more difficult not just for them but for you as well.

Plan Out your Day or Week Ahead

Commit to an agenda that outlines every assignment. Try planning your schedule the day before, making it feel more official when you wake up the next day to get started on it.

If you feel like you have too much on your plate or too much to even focus, try prioritizing your tasks.

Create a Music Playlist

Music helps in many ways. Create a music playlist that can help you throughout the day.

Or, you may also create different playlists to assist with different tasks or moods.

Instrumental or meditation music may help to relax your mind and body, while pop music may help to energize you or uplift your mood, while boosting creativity and motivation.

Commit to Being More Productive

While at home, try to be as productive as you can be. Demonstrate you can manage your time, prioritize and get work done just as or even more than when in office.

Leverage a project management tool or create your own GANT chart to keep track of your projects, deadlines and status of each. This will keep you accountable and can help to provide visibility to your leaders and colleagues of your day to day.

Consider participating in weekly standup meetings at the beginning and end of the week where you can share your priorities for the week, and what you accomplished.

Try your Best Not to be on Social Media

Let's face it, social media is an easy and attractive way for us to stay informed, entertained and connected with the world. However, spending time on social media may distract you and waste productive time.

Limit the amount of time you can spend on social media – hopefully only during your lunch, or breaks. Perhaps it's only 10 minutes at the beginning of your lunch break.

One good practice you may like to implement is to log off from all social media applications making it less easy and tempting.

Use Technology to Remain Engaged and Connected

Communicate with your peers, leaders and clients as often as you can and use collaboration tools such as email, chat, or calling.

If you are meeting virtually and using video enabled applications, turning on your webcam makes for more inclusive meetings, while also helping you and others be more engaged and present.

In case of a poor connection consider turning off your camera, but as courtesy let the other person know why your camera is off.

Ensuring Work - Life Balance

We should always remember to take a step back to focus on our health and wellbeing, not only physically but emotionally as well. Below are some additional tips you can put in practice to maintain work- life balance.

Take Breaks

It's important to take breaks at home too. Utilize your calendar to block off breaks throughout the day, and to schedule your lunch break as well. Try stretching out during your break, get up to fill up your water bottle, make yourself a tea or coffee, or even grab a snack. You could also go out to your backyard and get some fresh air – just try stepping away from your workspace from time to time.

Check- in with others and with yourself

Asses how you are feeling and be mindful of your emotions and thoughts.

Try to incorporate some activities during the day that will help you overcome or cope with any negative feelings you may be experiencing– which during challenging times, they are completely normal.

Don't forget to check - in with your friends, family and colleagues.

Pick and Stick to a Definitive Finish Time

Sometimes we have the impression that being at home helps to provide a better work-life balance. However, at home you may feel relaxed and can get so caught up in your tasks, that you lose complete track of time.

Set up an alarm that will alert that you are almost done for the day, and it's time to wrap up your projects and start working on tomorrows to do list.

Practice Self - Care

Lean in to self-care practices before, during and at the end of each shift, or when done for the week.

- Make sleep a huge part of your self-care tactics.

- Indulge into healthy and nutritious meals and snacks. Incorporate fruits and veggies, as well as smoothies, water and if possible herbal teas.
- If you have a pet, allow your pet to be around you while working.
- Read a book on well- being, self-care, or even motivational.
- Exercise, walking and jogging are simple ways to do so.
- Practice meditation, there are plenty of guide meditational resources available on YouTube, Spotify.

For any questions
or additional assistance,
please contact our team.

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