3 Explore useful tools

There are so many apps designed to boost productivity and keep teams in the loop. Slack, Trello, Zoom and Google Hangouts are well-known examples, but it's worth exploring new tools to optimise your work day.

4 Keep in comms

Communciating clearly and effectively with your team is perhaps the biggest challenge. Be visible in your work and arrange regular check-ins to make sure you're all on the same page.

5 Stick to a schedule

Get up at your normal time, have breakfast and avoid the tempation to work in pyjamas. This helps to put you in a work mindset and add structure to your day.

2 Create boundaries

We know this is hard, especially if you have kids. If possible, create a designated work area and alert your family when you really can't be disrupted.

6 Take some time out

Avoid burnout by taking regular mini-breaks and enjoying some socialising (ideally, online!). Short breaks will boost your productivity.

1 Optimise your set-up

A comfortable chair and a dedicated, uncluttered workspace will make your work day much more pleasant and efficient.

7 Invest in a UPS

Don't let the looming threat of loadshedding impede your work. A UPS will help keep your router and laptop powered up during those pesky blackouts.

Remote Working Tips from KRS