



# Time Management Hacks for Remote Work





#1

## Treat It Like a Day at the Office

- Treating your **remote work** like you're still in the office will keep you in a super-productive mindset.
- Set up a timetable, and allow yourself a start time and an end time, as well as time for lunch.
- Focus on priority tasks, and push off tasks that do not need your attention immediately.

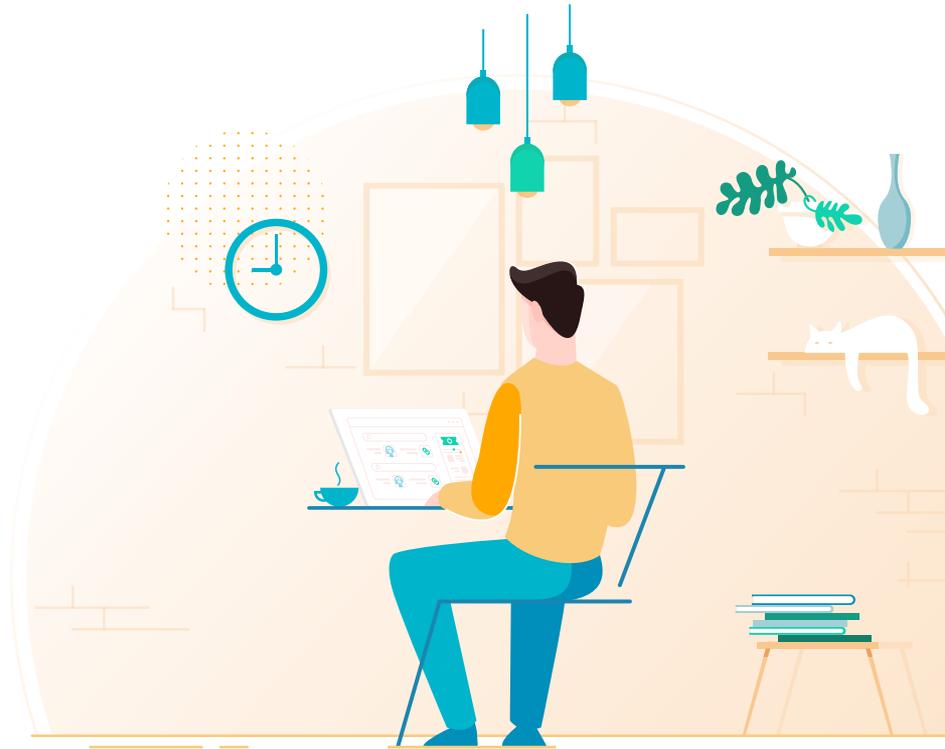




#2

## Give Yourself a Designated Work Space

- Allot a corner of your home for your workspace so you don't slouch or get distracted.
- Keep all the accessories you would require close to you device chargers, notepad, pen and water bottle.
- It will also stop you from getting sidetracked, keeping you on- task for as long as you need to be.





#3

## Avoid Irrelevant Tasks

- There are always unimportant tasks in the back of your mind that you convince yourself you need to do.
- While snippets of irrelevant tasks are useful, they can also ruin the schedule you've set out for yourself.
- For instance, some meetings are unnecessary, so replace it with an email.

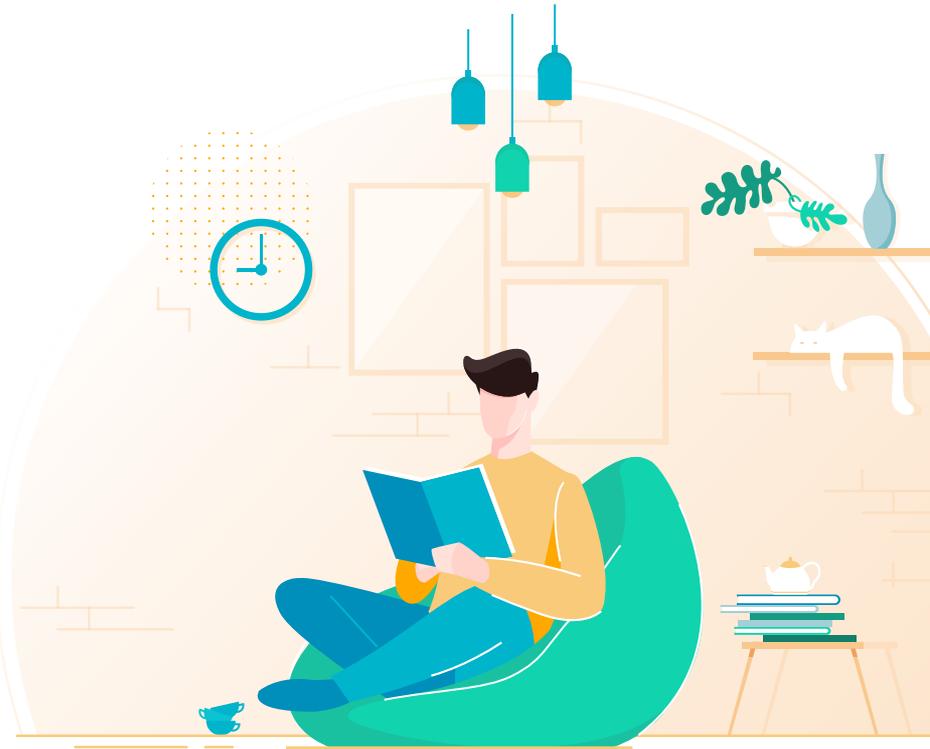




#4

## Give Yourself a Break

- Taking regular breaks is just as beneficial as giving yourself a productive space.
- Sit in the garden or take a stroll around the neighborhood—anything that gets you away from the ‘office’ is helpful.
- With a proper break that separates you from the workday, you can expect to stay on top of your time management.

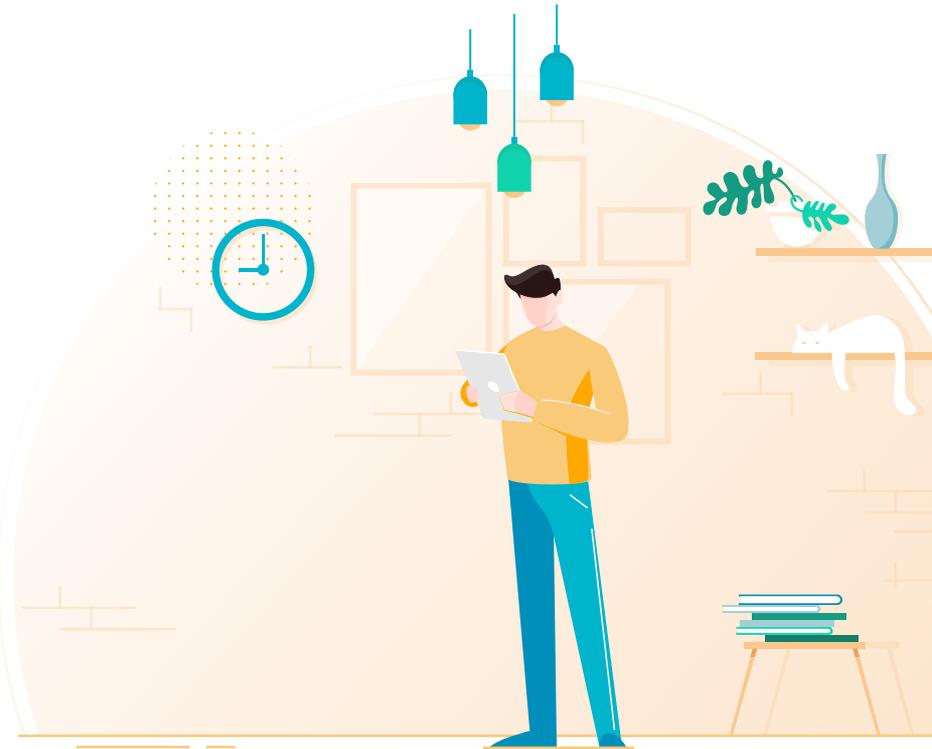




#5

## Use Time Management Apps and Software

- Time management apps can keep a record of the minutes you spend working before stopping and then starting again.
- **Time management apps** like Jibble, Tomatotimers and Rescuetime can provide a vital perspective on how you spend your day.
- You can make adjustments to your remote working habit to manage your time better.





**Remote work may be new for most people.  
Like in any other business, change is the new normal.**

**So adapting these time management techniques you  
can be more productive and a lot less stressed,  
making your remote work more successful.**

