



TIPS TO BOOST PRODUCTIVITY

for the Remote Workforce

1. Create a 'Workfrom-Home' zone

A quiet place for thinking, with minimum distractions.

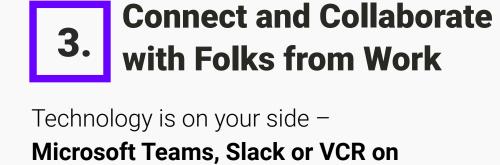
Avoid the Bed or the Couch





Get ready for 'Work' in the morning Create and stick to a Morning routine

 And take time out to get ready to get the productivity going



the LMS. Multiple tools are available today – make good use of them all!



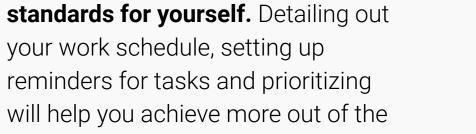


It is a proven fact that taking a short break occasionally actually improves productivity. Take that time off to get

Exercise – and not

just your Brain!

some **Physical Exercise**



Create a To-Do list and set practical

Time management is now

more crucial than ever

day





6. Stay positive, limit social-media intake Online distractions are a real thing – segregate your day into team meetings,

huddles or time for answering e-mails.

Avoid browsing through social media or

even News sites in the middle of a task

#StayHomeStaySafe #COVID19