

Supercharge Your Remote Working Productivity: THE ULTIMATE GUIDE TO WFA EFFICIENTLY

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Working from Anywhere (WFA) is a popular trend riding on the coattails of the flexible work movement. In view of these unprecedented times resulting from the global pandemic, organisations are now offering employees the choice to work when, how, and where they want. WFA could entail working part-time in an office setting, working completely remotely, or a combination of the two.

With WFA being established the new normal in the wake of COVID19, here's a handy guide on how to manage your transition to WFA as efficiently as painlessly as possible.



Dress Like You're at Work

And that means getting up, hopping into the shower and putting on clean and presentable clothes as if you're at work in a physical office. This would help tremendously in boosting WFA productivity.



Boundaries Are Your New Best Friend

Adjusting to your WFA takes time and discipline. Let your friends and family know so that you can easily manage boundaries and stick to a schedule with minimal disruptions.



Keep Regular Work Hours

Create a regular working schedule during designated work hours. Allow yourself some flexibility but do remember to clock off once working hours are done.



The Best Spot For Work

Establish your own designated workspace and make it as comfortable as possible to increase productivity and reduce work-related joint aches. Tip: invest in ergonomic furniture, it'll save you trips to the doctor.



Plan Your Workflow and Get on The Same Page – Manage Expectations

One surefire way to keep productivity up is to get smart about planning your work day. Set your priorities and time needed for each task so that you can gauge your efficiency at the end of each day. WFA is a learning process, improvements will come as you progress.

- Does your employer require a nine-to-five schedule, or is there flexibility (i.e. start working earlier and finish earlier, take some longer breaks during the day, etc)?
- Ensure that you and your manager agree on what can be accomplished from home.
- Ask your manager what your priorities should be.
- Discuss how tasks will get done. How will projects be submitted?
- How are teams going to track projects?
- How will they meet to discuss things?



Break up the Day

No one expects you to work 9-5 without breaks and WFA is no different. Be sure to take breaks, walk outside for a breath of fresh air or do some light exercise to get blood flowing.



Stay in the Loop

Even without the social aspects of going out for lunch with your colleagues during WFA, it pays to stay connected with each other to create strong camaraderie which will definitely help to boost morale and productivity.



Hygiene Comes First

Keeping your workspace clean is a good productivity and health boost. Being orderly helps you stay focused and helps get work done faster if you know where everything is.



Seek your own inspiration

Load up your favourite Spotify music list with some lo-fi beats or calming music to help you work more productively. Or try white noise from the TV if it helps, as long as it is not a distraction.



Boost connectivity with video calls

It's an extra reason to motivate you to take that shower and dress properly even when working from anywhere:

- Everyone knows who's talking
- Fewer accidental interruptions
- Builds rapport
- Helps you spot social cues
- Encourages team members to stay focused.



Conclusion

The freedom to WFA is yours, why not make the most of it by working from anywhere you've always wanted to?

Be creative. Be bold. Break rules just to attain that extra notch of productivity. As long as work gets done, it shouldn't matter if you were working from a tree house or from a sunny spot in your garden. Go forth and be productive!



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