REMOTE WORK NOT HARDLY WORKING

Presented by Liz Elfman

toggl

CONGRATS, YOU'VE GOT A REMOTE JOB!

DOING NOTHING.

WORKING.
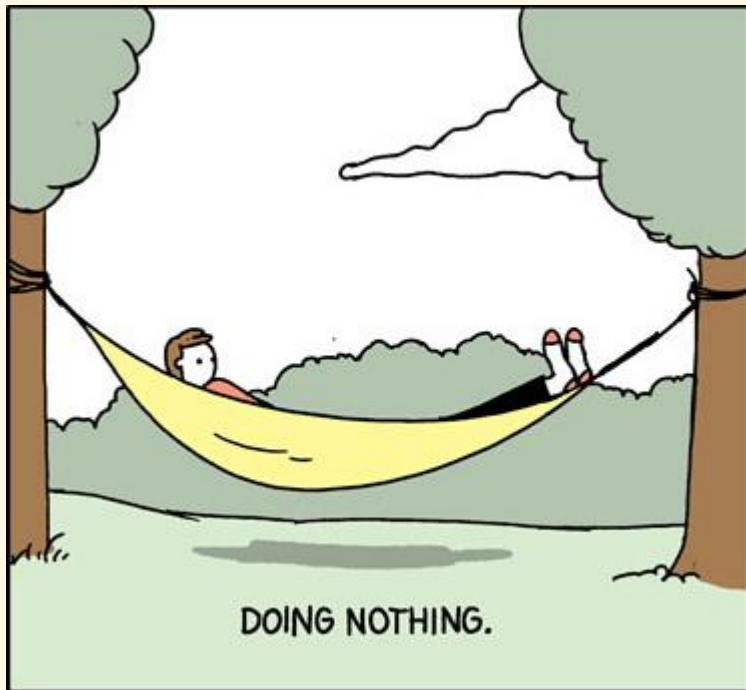
What your boss
thinks you're doing

What you're
actually doing

82%

of remote workers experienced lower stress levels.

+ a lower carbon footprint and reduced costs

PITFALL #1:
POOR COMMUNICATION

COMMUNICATE MORE OFTEN THAN YOU SHOULD

DAILY

Check in, converse with someone, or participate in an initiative.

WEEKLY

Send a summary of your progress, blockers, and questions to your boss.
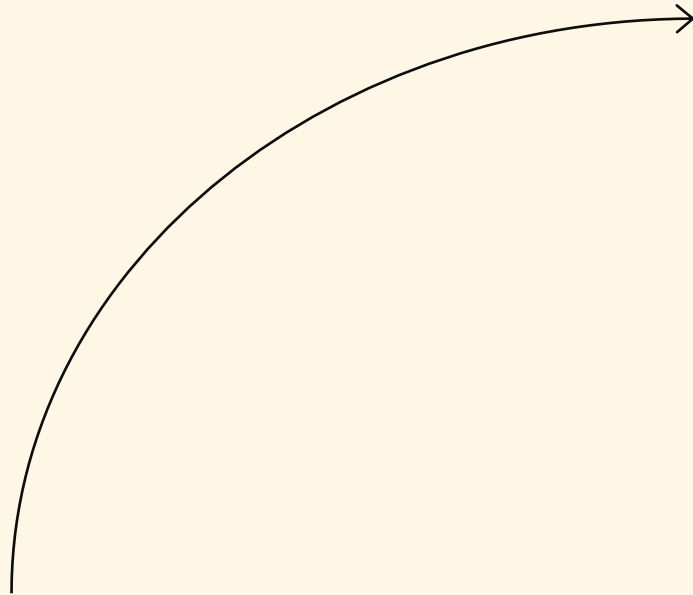
COMMUNICATE MORE OFTEN THAN YOU SHOULD

"In other companies, people found me weird because I talked too much. Not here!"

Rico, Toggl BizDev

PITFALL #2:
YOU LIVE WHERE YOU WORK
(AND YOU WORK WHERE YOU LIVE)
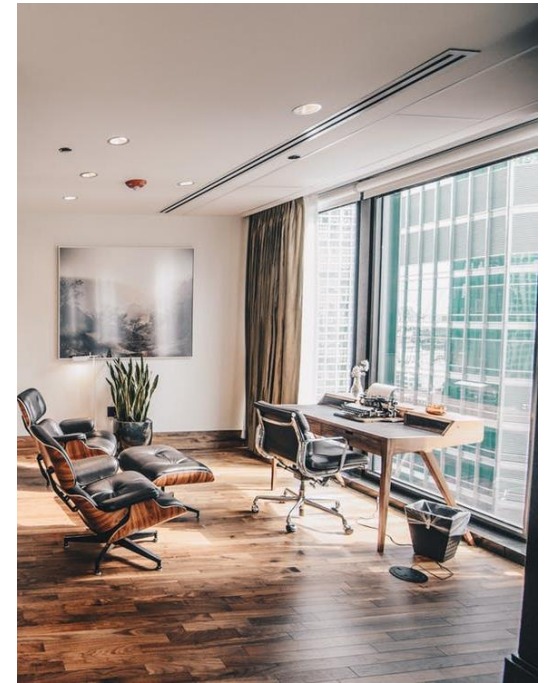
DON'T DO THIS

CREATE SEPARATE WORK AND LIFE SPACES
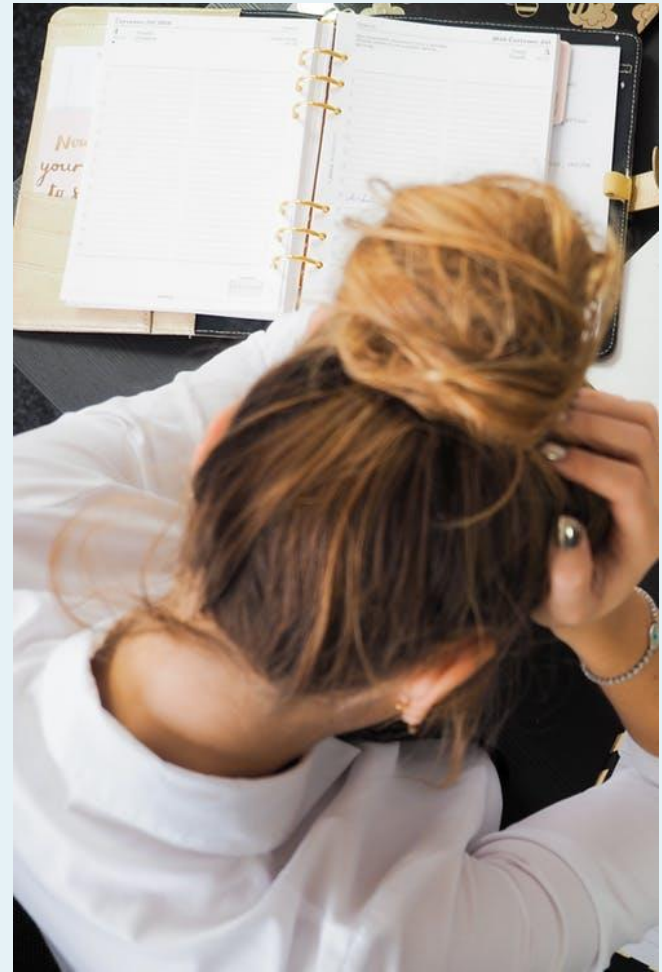

Your favorite cafe

The library

A corner of your house

PITFALL #3:
YOU WORK ALL THE DANG TIME

KEEP REGULAR WORK HOURS

✓ Maintain regular work hours. They don't need to be 9 to 5. Try to aim for about a 40-hour work week.

✕ Don't live in fear that you're not doing enough, or that others are working harder than you.

SOLUTION

PITFALL #4:
YOU'RE NOT WORKING AT THE RIGHT TIME
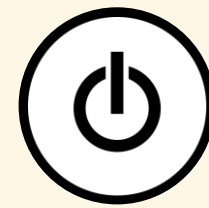
TEST OPTIMAL WORKING HOURS AND PATTERNS

Try productivity techniques!

Pomodoro timer

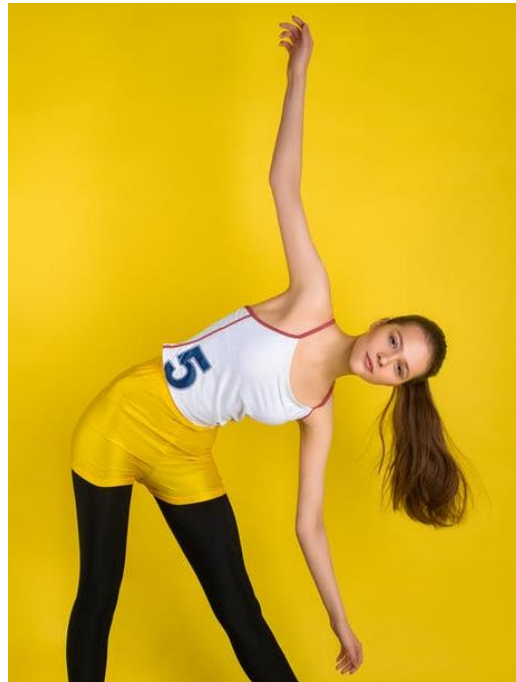1-3-5 to-do list

Toggl's time tracker

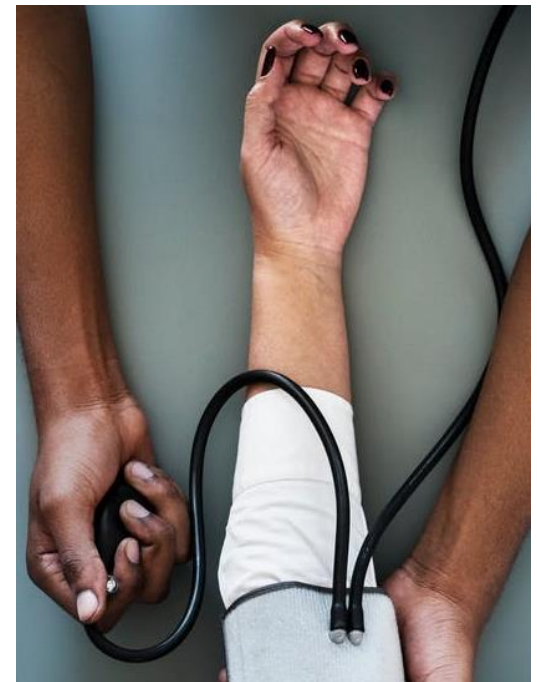# PITFALL #5:
YOUR PHYSICAL HEALTH IS BREAKING DOWN

TAKE CARE OF YOURSELF

Drink water!

Exercise often

Annual check-up

PITFALL #6:
YOU'RE LONELY

GET TO KNOW YOUR TEAM

He could be a unicorn!

Set up video calls + have virtual coffee

Embark on a small side project

Try to pitch in and help a colleague

PROS

- Flexibility

- Autonomy

- The chance to work in your best environment

- Higher productivity

- Potentially more time for a life outside of work

CONS

- Lack of communication

- Work/life boundaries

- Loneliness

... but persevere and you'll reap the benefits!