

10 tips 2017 for successfully working from home



1. Start your working day right

Get up, get dressed, and have breakfast.



2. Organise your space

It's okay to spread out your things. But keep to a system. Organisation is half the battle.



3. Work environment

Find a space away from your sofa or bed. Better use a separate desk/table and chair.



4. To your health!

Things go better when you are full of energy. So don't forget to drink plenty and eat healthy.



5. Always ready to hand

Mobile cloud, external hard drive, well-maintained calendar and directory help to have all important information always at your fingertips.



6. Colleague communication

Exchanging information with your colleagues via email, telephone and chat is important - and the key to keeping up the team spirit.



7. Avoid distractions

Put Facebook, Instagram, TV and your chatty neighbour on hold.



8. Time for a little break

Non-stop focused work is impossible. Treat yourself to a coffee or close your eyes for a moment, it's easy.



9. Move your body and mind

Getting up, stretching and opening the window to let in fresh air can work wonders and boost productivity.



10. Have a plan and a schedule

Setting goals for the day and keeping track of the time gives a good feeling.

