



# How To Maximize Your Success When Working Remotely

**1**

## **SET A ROUTINE**

Establish a regular routine. Set a specific start time. Divide your day into chunks of time based on what you need to accomplish that day. Be flexible, of course.

**2**

## **CONNECT WITH PEOPLE**

Set meetings with clients. Utilize video calls and in-person meetings (socially distanced of course!). Human connection is key, whether in person or video.

**3**

## **TAKE BREAKS & MOVE**

Feeling cagey? Have a mental block? Switch rooms, stretch or go for a brief walk. Short breaks help reduce fatigue and increase focus and productivity.

**4**

## **SET A CUT-OFF TIME**

Set a time to close out business each day. Be flexible, of course, but make it a practice to stop at a specific time. It will all be there the next day, too.

**5**

## **RELIABLE TECHNOLOGY**

Make sure your internet connection is strong and reliable. That goes for hardware, too. Use software, like case management software, to boost efficiency.

**6**

## **MAINTAIN PROFESSIONAL CONDUCT STANDARDS**

Take extra care maintaining ethical standards when working remote. Be conscience of how and where you work and communicate. Setup a private location for phone calls.