

A person wearing a black t-shirt, a tan climbing harness, and a yellow helmet is seen from behind, looking up at a massive, dark, craggy rock face. The person has a blue and yellow gear bag attached to their harness. The background is a vast, textured rock wall with various cracks and ledges.

STAYING

PRODUCTIVE

A strong connection

No buffer = no distraction

There is nothing is more annoying and distracting than a bad internet connection, so...

- ✍ Make sure you're taking advantage of the best connection available in your area
- ✍ Choose your working location wisely and ensure nothing is hindering your connection – keep your router in prime position



Project manage

But make it digital

With multiple online project management tools available, you can help plan you and your team's projects at the click of a button.

- ✍ Tools such as Microsoft Teams, Monday, eve and Slack and many more are available with a solution for every budget
- ✍ Giving you visibility of all your tasks and helping you to plan your week ahead



Work flexibly

Wherever you are

We no longer just work from the office, so your technology needs to travel with you.

- ✔ Technology has never been so important since working from home. Using a laptop and VoIP solution ensures you're always contactable, wherever you are
- ✔ Using Mobiles, Laptops and wireless tech gives you the freedom to move from home, to the office, to the coffee shop all with ease



Focus

With the help of technology

Without the restrictions of traditional office life and routine, we can sometimes get distracted, or even work too much!

- ✔ There's plenty of timer apps available, which are there to help you focus in a shorter amount of time – so your attention span is fully taken advantage of
- ✔ Taking regular breaks, grabbing a coffee or a breath of fresh air can help you recharge before your next big task, so keep them regular



Stay in touch

Communication is key

Working from home, on the road, or anywhere away from the office can become lonely and you can fall behind on projects simply by lack of communication – so stay in touch regularly.

- ✍ Video calling has become second nature, especially with the vast amount of software available – WhatsApp, FaceTime, Skype, eve, Teams and so many more
- ✍ Use this technology to keep in touch with your team, because emails don't always have the same impact



Keep moving

So you're completing your steps as well as your deadlines

It's so incredibly easy to stay at your desk all day, especially when you're very busy. But it's important to keep moving – it will help your productivity in the long term.

- ✔ If you have a few calls, why not take them on a walk? You'll refresh your mind all while working – record your calls for any notes you may need later
- ✔ Use the timers we spoke about previously to get moving – give yourself a physical task to complete every hour



Think outside of the box

How can you shake up the day?

We've all been working somewhat flexibly throughout the past year, but it's important to still keep the days interesting so your productivity doesn't slip.

- ✔ Schedule in regular team catch ups, so you can discuss projects as if you were in the office/could meet as a wider team, or just to chat!
- ✔ Use online tools such as Teams breakout rooms to spice up your meetings



Manage your notifications

A ping away from a distraction

Our phones can be key when it comes to helping our productivity, but they can also become a hindrance with a lot of temptation – so control your notifications and stay one step ahead.

- ✍ During office hours turn off your social media, news and other easily distracting apps so you can really focus
- ✍ But it also works the other way. When you're not working it's just as important to turn off your work notifications so you have a real chance to recharge and relax fully!

