

Managing Time When Working Remotely

Everyone has the same 24 hours in a day. The number of those hours you spend working can be productive no matter whether you work in an office or from a remote location. Honing your time management skills can help you boost your productivity.

Keep a routine. Structure your day with time to get ready and set “office” hours, no matter where your physical office is located. Having a dedicated workspace is important as well. If others are home during your work hours, it can help keep boundaries between working time and off time.

Make a list of your daily tasks, both large and small. Prioritize urgent items as well as important items. Schedule blocks of time to complete similar tasks. Checking email or answering phone calls in a block of time allows you to focus your attention on the task, rather than splitting your attention between two things at once.

Make sure to schedule breaks. When working from home you may miss cues from your workplace, such as taking a lunch break. If you normally walk during part of your commute, you may want to work that exercise into a break during the workday or after work hours.

On the other hand, make sure to manage distractions. Use noise-canceling headphones if your environment is distracting, or close the door to your workspace. Don't be distracted by phone calls or messages, or by clutter or people around you.

When you work alone, isolation can be an issue. Utilize technology to stay in touch with colleagues, such as video conferences or chat tools. Consider making a phone call instead of sending an email, or touch base with coworkers throughout the day.

Source:

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Social media post:

Staying on task while working from home can be tricky, so we have some tips to help you stay productive even when you're not at the office.