

Crimson Interactive Japan
クリムゾン インタラクティブ ジャパン

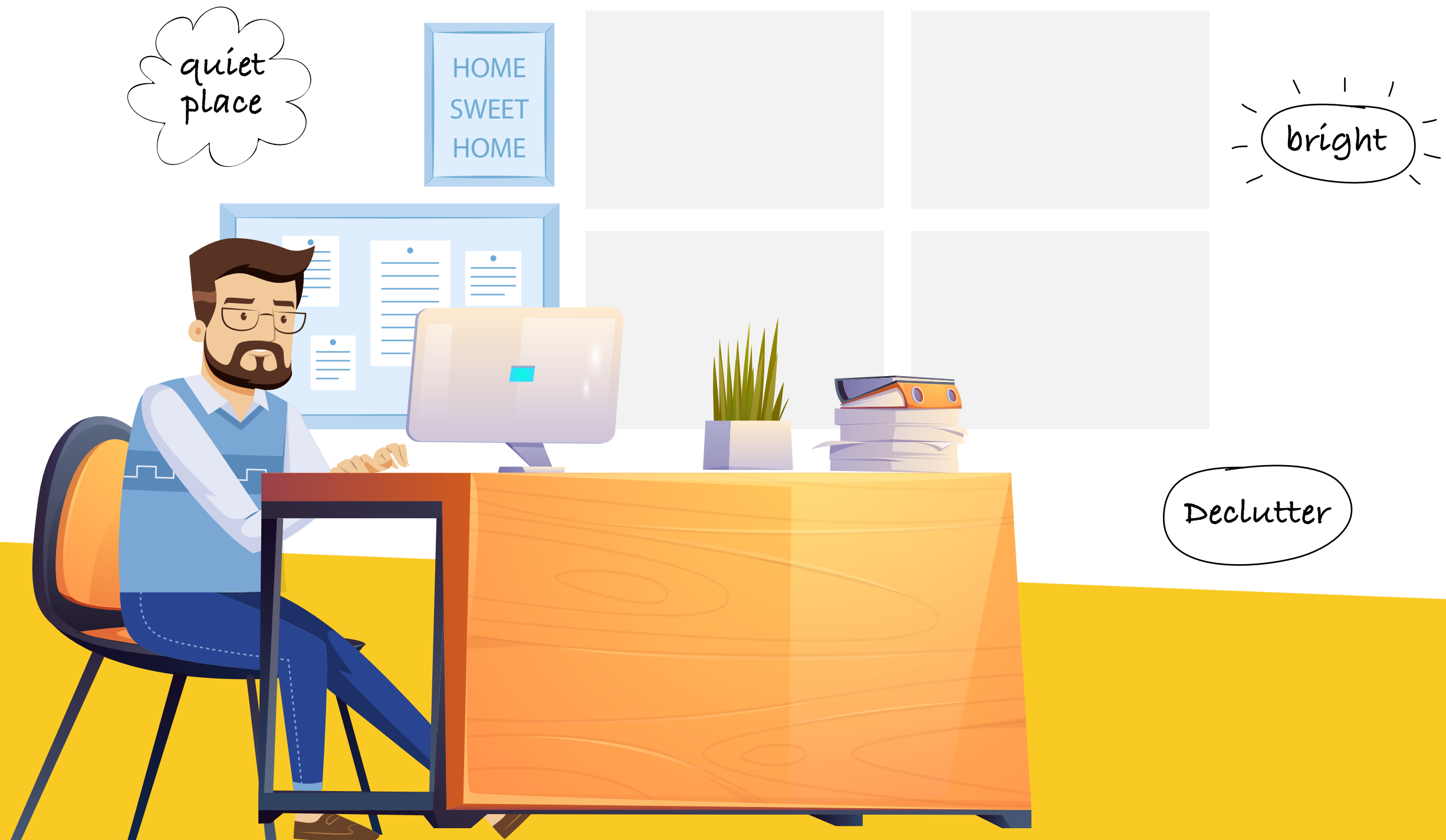
7 HACKS

to work more efficiently at home



Prepare your workstation

Choose a place in your home that is quieter. Declutter the area for a more positive vibe and ensure there is enough lighting and brightness around to avoid visual strain.

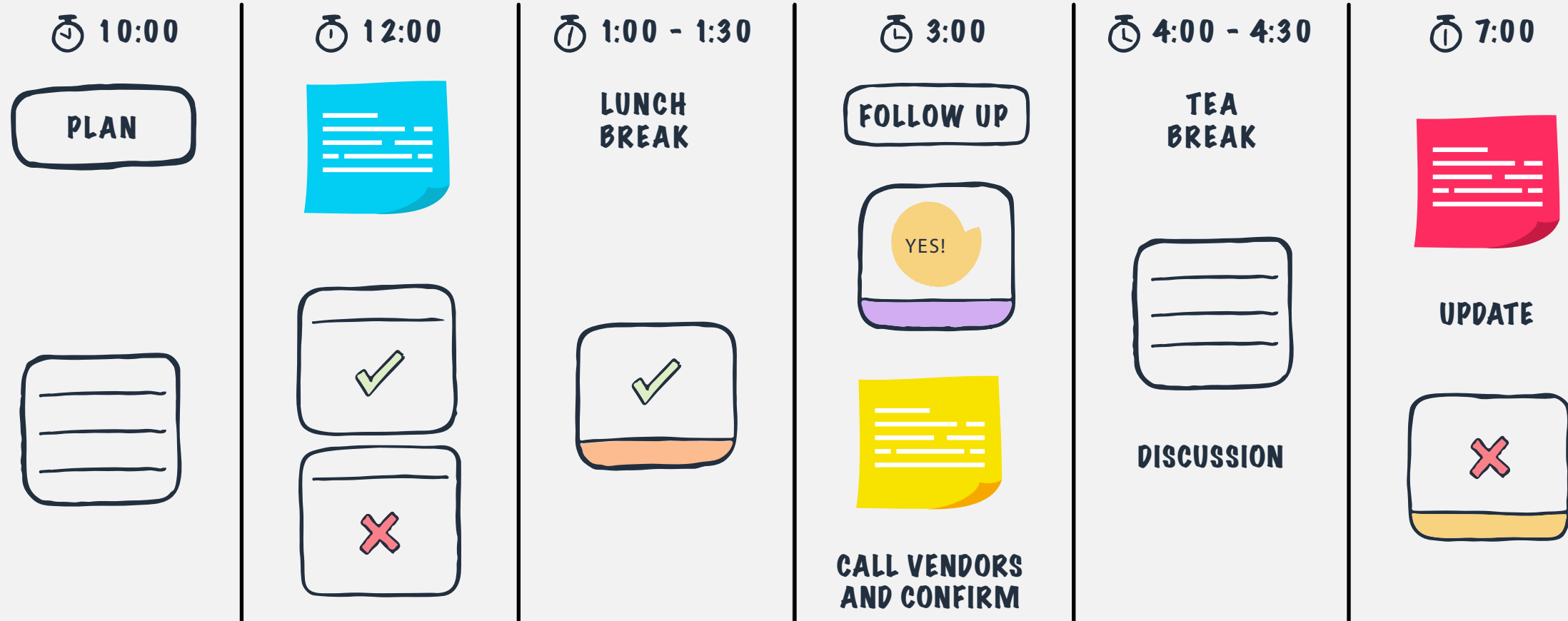




Structure your day

Keep a to-do list and manage your schedule meticulously. Have a fixed time to start your day and plan your breaks and the time to end your day in advance.

TO-DO-LIST





Start with the toughest task

You are at your most productive when you begin so start with the project that is most complicated. Apart from team briefings, try to schedule calls and meetings in the afternoon or evenings.





Eliminate distractions

If you need to use your personal messenger, access it on desktop. Keep your phone away and only use it during your breaks. Close the door to your workstation if possible to avoid interruption from other members of your household.

Set Boundaries



Phone





Make calls proactively

While working remotely, communication is the biggest hurdle. Do not hesitate to initiate a call or video conference. This will speed up your work and help hit your deadlines.





End positively

Before you wind up, make a note of activities completed during the day. This will enable you to identify any gaps in productivity and plan the activities for the next day.





Eat well and exercise

Food and physical activity has been long linked to mental wellness and productivity. Eat healthy, workout for at least 20 minutes in the day and make sure you drink enough water.

