

A man with a beard and short hair is sitting on a dark grey tufted sofa, smiling while looking at a laptop. He is wearing a blue button-down shirt over a white t-shirt and maroon trousers. The background is a light-colored brick wall. In the bottom left corner, there are several teal lines that fan out from a point, creating a sense of motion or connectivity. The overall tone is professional yet approachable.

DMCC

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# Working from home?

Tips and tools for you, your business  
and employees

**MADE  
FOR  
TRADE**

**Working from home can have its advantages and challenges. That's why it is essential to have the right space, structure, attitude and tools to ensure you, and your team get work done efficiently and effectively.**

**Here, are tips and tools that can set up, focus and achieve when working from home.**



# 10 USEFUL TIPS AND TRICKS

## Get ready to work

Make sure you follow a regular routine – do all the things you would do if you were going to the office. Get up early, get dressed and mentally prepare yourself for the day.

## Set up a workspace

Increase your productivity by setting up a permanent workspace or station at home that is not your bed. It will help you focus, motivate you and eliminate any distractions.



# 10 USEFUL TIPS AND TRICKS

## Schedule your tasks

Plan a to-do-list and decide what tasks or projects you would like to focus on during the day. Schedule meetings and set goals and objectives for the day.

## Check in with your team daily

Working from home can be challenging for managers as they must make sure their team is on track, aware of the priorities, and getting work done. Therefore, constant communication is vital. To avoid confusion, set up daily calls and ensure your team knows what projects or tasks are the most important for the day.

We recommend that all leaders that have teams reporting to them hold morning stand-ups by phone or similar.



# 10 USEFUL TIPS AND TRICKS

## Set up digital channels

To communicate with your team or your boss, make sure you have the right tools set up to stay in touch. Digital workspaces such as, Google Docs, Slack and Skype for business can help ensure you maintain constant interaction and avoid misunderstandings.

## Be clear

Make sure your team is aware of their goals, level of accountability and urgency required when working from home. Hold regular one-on-ones to address issues, set priorities, and ensure your team is motivated and engaged.



# 10 USEFUL TIPS AND TRICKS

## Be available

Ensure that during your set working hours, you are available and responsive. Whether it is replying to an email, an instant message or a call – you should be available and reachable during working hours.

## Change it up

Working from home can get monotonous, especially when face-to-face interactions or commute time is cut down. To help stimulate the energy of an office, try working from a different setting at home, implement a standing workstation, create a work playlist, make a phone call instead of sending an email, or schedule a daily video call with your team to make sure everyone is on track and aligned.





# 10 USEFUL TIPS AND TRICKS

## Avoid distractions

Make sure your family members and friends are aware of your working hours. Set up your workstation in a space which allows you to focus and disconnect from the usual distractions.

## Take a break

When working from home, it's easy to lose track of time. Increase productivity by taking regular screen breaks – go for lunch or a walk to stay healthy and focused.

## USEFUL TOOLS THAT WILL HELP YOU

**One of the biggest challenges of working from home is the lack of communication or access to teams and people you regularly work with.**

**When you're in the office, it's easy to follow up, set meetings and talk things out when tasks or projects get complicated, or priorities need to be aligned.**

**If you're a manager or a boss, you might even think that working remotely means you can't easily track, manage or help your team focus.**



# USEFUL TOOLS THAT WILL HELP YOU

**However, in today's digital age, we have access to plenty of tools that can allow you to track, manage and communicate easily and efficiently with your team and colleagues.**

**All you need is your laptop, a good internet connection and some of the following applications to focus and get the job done.**

# COMMUNICATE



## Slack

Ensure that during your set working hours, you are available and responsive. Whether it is replying to an email, an instant message or a call – you should be available and reachable during working hours.

# COMMUNICATE



appear.in

Appear.in

Stay in touch with others by scheduling regular face-to-face meetings for personal, quick, and effective communication.

Appear.in doesn't require installation of software, and works by simply creating a video chatroom and sharing the link with up to eight team members. It also lets you share screens, and quickly get in touch with your team.

# COMMUNICATE



Zoom

Offers a range of video conferencing and communication tools for businesses with options for both, video and voice calls.

The best part? You don't need a VPN connection to stay in touch and can use your regular internet line.

# COLLABORATE



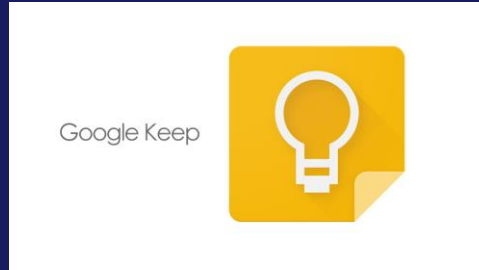
**Asana**

Another web and mobile work management tool that allows you to make sure tasks and projects are being briefed, assigned, tracked and completed.

It's a great tool to organise and plan workflows and projects, set deadlines and keep your team's work on schedule.

An alternative to slack is Trello.

# COLLABORATE



## Google Keep

Google Keep lets you create specific lists, take notes with pictures and audio clips, and share them with co-workers when needed.

Although Google Keep is best used individually, the ability to share lists and clips makes this a versatile tool for ease of communication, especially when you work with creatives.



# COLLABORATE



## Google sheets and docs

Work on worksheets, documents, presentations, and more on your browser for free. The best part? These files can be saved to offline versions and shared with specific users, with shareable links that can be accessed. It's a great tool for when multiple people need to work on the same document.

# SHARE



## Dropbox

A file sharing tool for teams where you can create files for all your documents and reports, so that your team may easily access from anywhere, as well as use to easily consult and download files.

# SHARE



## Google Drive

Using your Google account, you can create documents, use cloud storage, share files and collaborate.

# TRACK AND FOCUS



**Zapier**

Automate workflows by bridging the gap between your many other tools and free up time. Avoid switching between apps, and make sure that all your information is synchronised between platforms, as well as keep your team in the loop.

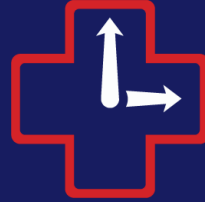
# TRACK AND FOCUS



Toggl

Toggl is a timesheet app that tracks the time your team takes to complete tasks. A useful tool for remote workers, it helps you set the time needed to complete a task, and keeps you motivated. Time entries are then synchronised to the cloud, so that everyone stays on the same page.

# TRACK AND FOCUS



## RescueTime

### Rescue Time

Need to focus? Try Rescue time, an app that can temporarily blocks access to time-draining websites. It also saves you time by monitoring your computer usage and pointing out when you might be a bit distracted.



**Thank you**

