The transition from the traditional office environment to a steady diet of working remotely can be a bit drastic. Where they apply to your work set up, we hope you find the tips below helpful.

1. **Set up a Routine**
   Make sure to discuss your remote work hours with your manager before you begin—and once those hours are established, make a point of sticking to them. Within that “block” of time, divide out your subroutines. For example, if you feel more energized in the morning, handle your biggest and most complex tasks then.

2. **Over-communicate**
   The key to being successful in any professional role is communication, but when it comes to remote work it is an even more important asset. Since you’re no longer a few desks down from your coworkers or your manager, it’s your job to schedule 1:1 check-in meetings with them on a weekly basis to connect on your goals, upcoming projects and daily tasks.

   Make sure to advocate for yourself and clearly state the progress you’ve made in the past week, which goals you’ve surpassed and which projects you’ve led as well as address any obstacles or challenges you’re experiencing. When you’re not in the office, it can be difficult for your manager to keep your work top-of-mind, so don’t be afraid to bring important milestones up on your own.

3. **Leverage Technology**
   Any remote worker will tell you that access to consistent Wi-Fi is integral to their success, but there's more to a successful setup than an internet connection. Along with having the ability to take video calls without losing connection, you should consider what tools and technology you'll need to do your job well. As company policies permit, be sure to take advantage of Workplace, Skype, Go-To-Meeting and email to ensure you’re remaining connected and being efficient and effective in your work efforts.

4. **Lean on your team**
   One of the major myths surrounding remote work is that people who don’t work in a corporate office are lonely. To make sure that you’re feeling supported and connected to the “real world”, stay connected with your team. Establish a virtual connection with your team members via e.g. skype and utilize it regularly this will help you to stay the course and remain productive.

5. **Consider your workspace**
   Set yourself up for success in a place where you can focus on the tasks at hand. To the best of your ability, establish a healthy boundary – your remote workspace should be dedicated to work and allow you to walk away and maintain a healthy boundary and healthy work-life balance. Create a designated spot for work at home, make sure that you feel motivated by your environment and ready to tackle whatever comes your way.
6. **Take time for self-care**
When the line between “work” and “home” starts to blur, you might find yourself stuck to your computer screen for a longer period of time. While that can sometimes be necessary give yourself time for, well, you. Commit to your fitness routine and make sure that you’re creating blocks in your schedule to eat healthy, nutritious meals so that you can be focused and productive when you need to be.

7. **Know when to “log off”**
This can be one of the most challenging aspects for remote work beginners, as the world is becoming increasingly connected. Though you may receive emails and chat notifications at any hour (especially if you’re working in a different time zone than your coworkers), it’s important to develop a habit of setting a time when you officially “log off” for the night. The best part of working remotely is having the flexibility to work when you are most productive, so be careful about setting the standard that you are available 24/7.