Tips and tools for effective home working
How to ensure successful home working

**Structure**
Set your working hours: keep your usual office hours

**Teamwork**
Keep in touch with your colleagues: during remote meetings, use the camera if possible - to maintain virtual “face-to-face”

**Breaks**
Don’t forget to take breaks in between tasks and meetings to recharge. Pro tip: have virtual coffee breaks with your colleagues!
Find your ideal work spot and set up a dedicated workspace

- Separate your private and professional life as much as possible
- Use a chair suitable for your work. Don’t have it at home? Check with your office if you can borrow one.
- Make sure you have good lighting
- Ensure you have power supply near you to charge your devices
- Eliminate any distractions
Plan your upcoming work week!

- Prepare a to-do list: before starting the day or week, make a list of the tasks you need to finish. Environmentally friendly tip: use digital sticky notes on your computer.
- Don’t forget to schedule your lunch breaks! After lunch, get some fresh air on your balcony, terrace, or take a short walk outside.
- Schedule regular meetings with your manager and team members to evaluate your processes and tasks.
- Prioritize your tasks and set deadlines.

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Use tools for collaboration and productivity

There are many tools and apps to help you communicate and collaborate with your team members from all around the world in an efficient way.

- Office 365
- G Suite
- OneDrive
- circuit

Visit [www.atos.net](http://www.atos.net) to get in touch with us so that we can help your company integrate any of these solutions!
Don’t forget to log off

Tidy up your workspace after a workday so that you feel like the job is done for the day

Environmentally friendly tip: Shut down your devices at the end of every workday and switch off the power plug