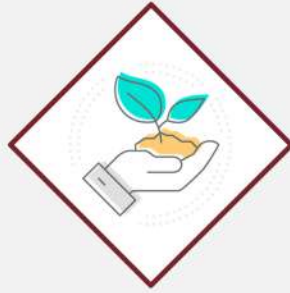# How to Maximize Productivity While Working Remotely

We are now navigating what can be considered the 'next' normal at work

Here are some tips on how to maximize productivity while working remotely

Create a private and quiet work area
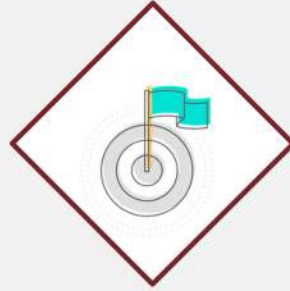**17%** of remote workers have dedicated office space

Go with the flow when interrupted 24% of remote workers have had their pets make video call appearances

Be 'camera ready' both in appearance and space
44% of remote workers have signed on to a video meeting not realizing that the camera was on
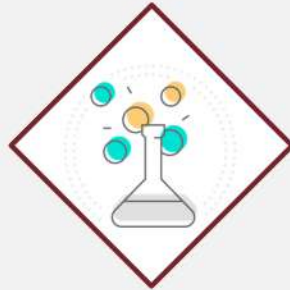
Set agenda's for online meetings including rules of engagement such as muting the line until until it's time to speak
41% of remote workers cite hearing awkward noises as distracting

Work in alignment with your work style
For example - do your heavy focus project work in AM if you are a morning person

Record your online Zoom, WEbex or other online platforms
This does 2 things - it ensures action items are tracked and it saves time

Transcribe your online audio/video meetings with AI Use Rev.com for example. This saves time when searching for meeting data in the future

Set notifications of availability on your platforms such as Slack, Zoom etc.
Texts and IM interruptions create lack of productivity

Factor in 'wellbeing breaks' - go out for a walk, do breathing exercises
Taking time to breathe and step away increases productivity by **29%**

Leaders who communicate weekly in video team meetings and who have regular video one on ones with team members have **37%** more productive and engaged workers