

Working from home has its **benefits** when it comes to **productivity** and building a **bigger book of business**.

The most valuable resource is time. Think about how much time you can gain from working at home. You don't have to worry about what to wear or how you look. You don't need to jump in the car, sit in traffic, or take public transportation.

**That's a lot of time saved that could be used for calling, emailing, and other work related tasks.**



**Here are a few tips to help you stay productive and maintain balance.**

- + Maintain Regular Hours** - Set a schedule, and stick to it. Having clear guidelines for when to work and when to call it a day helps many remote workers maintain work-life balance.
- + Create a Morning Routine** - Deciding you'll sit down at your desk and start work at a certain time is one thing. Creating a routine that guides you into the chair is another.
- + Set Ground Rules With the People in Your Home** - If you have live with someone else, or kids, working from can be difficult. Set some rules around when you need your time.
- + Schedule Breaks** - Give yourself adequate time during the day to walk away from the computer screen and phone. Stretch. Move your body. Do something other than work.

*“86% of employees say they’re most productive when they work alone—devoid of distractions like inefficient meetings, office gossip, or loud office spaces.”*

- + **Ask for What You Need** - If you're employed by a company or organization that supports your work-from-home setup, request the equipment you need as soon as you start working from home. If you work for yourself, make sure you have everything you need.
- + **Socialize With Colleagues** - Loneliness, disconnect, and isolation are common problems in remote work life. Find ways to communicate with online chat tools, video streaming, phone calls. You can even have a "coffee break" virtually.
- + **Be Positive** - Communication through emails, chats and text messages need to be clear. Without facetime know how to interpret your tone. Always be positive, overly positive, so you don't come off negative. Embrace emojis :) they will be your best friend.

## Some statistics

### Benefits of working from home

*40% of people feel the greatest benefit of remote work is the flexible schedule.*

*Companies allowing remote work have 25% lower employee turnover those that don't.*

*People who work remotely at least once a month are 24% more likely to be happy and productive.*

*75% of people who work remotely do so because there are fewer distractions.*

*86% of people feel that working remotely reduces stress.*



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