The Remote Work **Checklist**

Not an experienced remote worker? Don't sweat it — here are some tried-and-true tips from our remote team.

DESIGN PICKLE®

Have a dedicated work space

Find a space in your home where you can focus. Don't have a home office? Find a quiet, low-traffic spot and set up shop.

Create a pre-work ritual

Prepare your mindset for productivity by sticking to a pre-work routine: Get dressed, prioritize your tasks, and stick to a schedule.

Communicate deliberately

Utilize team communication platforms, such as Slack or Skype, to keep tabs on your goals, projects, and daily tasks.

Embrace virtual meetings

Stay connected by hosting virtual meetings with video conferencing. Stick to a set meeting structure, and hit record!

Establish healthy boundaries

Institute some home office rules: Let your family, friends, and colleagues know when you are unavailable.

Practice self care

Schedule regular breaks. Stand up and stretch. Get a workout in. Practice meditation. Reach out to your social network.

Know when to log off

It can be difficult to unplug for remote workers. Develop a habit of setting a time when you officially "log off" for the night.