




# How to stay productive and positive when working remotely





It's important to help staff stay connected and productive when they're working remotely. Instead of sending endless emails, these team working tools will enable colleagues to share documents, track workloads, plan projects and exchange ideas:

 **Slack Docs**  
Simplifies communication into channels to easily track and follow team conversations


 **Google Slides**  
Everyone can work together on the same presentation simultaneously

 **Microsoft Teams**  
Allows users to chat, meet, call and collaborate all in one place


 **Whereby**  
Easy screen sharing allows teams to quickly exchange ideas and resolve issues


 **Google Docs**  
Documents can be created, shared and edited by multiple users at the same time

With the current lockdown and social distancing measures in place, employee wellbeing is a major consideration. Here are some tips to help your remote workforce stay happy, healthy and efficient as they adjust to a new lifestyle and working routine:

 **Try to keep to normal office hours.**  
Don't be tempted to start late then work into the evening

 **Schedule video meetings if possible.**  
Seeing and hearing colleagues creates a more personal and engaging experience

 **Have a to do list**  
for your day and set clear and achievable objectives

 **Take regular exercise**  
- before or after the working day, or at lunchtime.

 **Take regular breaks** and keep hydrated

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 [louderthanwords.org.uk](https://louderthanwords.org.uk) or get in touch on  0333 240 5658



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