

TIPS FOR WORKING REMOTELY

INTEGRITY
MARKETING GROUP



Below are a few suggested steps to successfully work remotely.



DEDICATED WORKSPACE

Create a dedicated workspace to focus on work with minimal distractions

OVER-COMMUNICATE

Over-communicate to ensure work is done at the same or higher standard as in-office



UTILIZE TECHNOLOGY

Maintain personal connections with co-workers throughout the day and remotely access necessary tools through technology (Office365, RingCentral, ScreenConnect, etc.)

ESTABLISH A ROUTINE

Establish a routine and stick to it - keep regular office hours and dress as you would if you were going into the office

