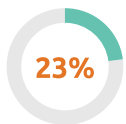


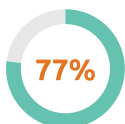


PRODUCTIVITY

For those with complex jobs requiring little interaction with stakeholders, working from home is **more productive** than working in an office.⁽¹⁾

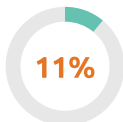


of remote workers say they work longer hours than they would on-site.⁽²⁾

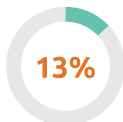


of remote employees self-report that they are more productive when working from home.⁽²⁾

TAKING BREAKS



increase in productivity by taking regular 2-minute breaks.⁽³⁾



increase mental acuity by taking "micro-breaks" of 30 seconds to 5 minutes⁽³⁾

COMMUNICATION

Email is the **#1 METHOD** of communication for remote workers, followed by **instant messaging** then **video chat**.⁽²⁾

▶▶ OPTIMIZING your WORKSPACE ◀◀



HAVE THE RIGHT LIGHTING

Increasing light levels from 300 to 2,000 lux can increase productivity by **8%** and task performance by **16%**.⁽³⁾



HAVE THE RIGHT TEMPERATURE

The right temperature affects productivity. Ideal temperature is between **70** and **73°F**



HAVE THE RIGHT SET-UP

The optimum computer screen location is at eye-level or just below, and about an arm's length away.



HAVE THE RIGHT MUSIC

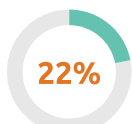
Listening to music can increase work output by **6.3%**

NAVIGATING CHALLENGES



of remote employees report loneliness as their biggest challenge.⁽⁴⁾

Take time to connect and collaborate with team members during your workday.



of remote employees say unplugging after work is their biggest challenge.⁽⁴⁾

Make sure to close your laptop and walk away at the end of the workday.