Maximizing Productivity during Remote Working (Author-Dr Kanak Madrecha)

Many multinational organizations have been allowing remote working for selected senior personnel during the last 2 decades. However, due to the current global challenge requiring all organizations and individuals to maintain social distancing, more organizations across the globe have adopted remote working for their employees. **Following are ten tips which each employee can follow so that productivity of organizations & employees is maximized during remote working**:-

1. **Agree on Working Hours for Each Employee** even though it is remote working. These could be different for different employees within an organization based on staggered working agreed to meet internal or external customer service hours. **Always follow same office discipline of getting ready on time & "start & end work time".** Follow fixed tea/coffee/lunch breaks every day to enforce self-discipline.

2. **Create a Dedicated Office Space i.e. "fixed Comfortable Table & Chair with adequate lighting & impressive background for video meetings" during office hours** with a **decent dress for video meetings".** If possible, use a small study /office room to avoid any noise from others in the house.

3. **Make a Day Schedule i.e. create a list of "Daily To-Do Actions with priority (High, Medium & Low) for each action for the employee"** during those working hours including planned daily/weekly/fortnightly/monthly meetings. Where required, agree priorities for each important action with relevant subordinates, colleagues or superiors.

4. As much as possible, ensure that **"Key (One to One or Team) Meetings" and "Remote Working Days" are updated in calendar** for others in the organization to see your availability for arranging other meetings. Top up with sharing of minutes of the meeting for future reference.

5. **Maintain Work Place Infrastructure (Laptop, Internet, Phone, Power Chargers, Meeting Software)** at home so that a smooth working is ensured during the day. Where required, ask for support from IT / Other Support Depts in maintaining the work place infrastructure.

6. **Review "Self-Performance" every 2 hours against Daily To-Do Actions** decided in the morning and change the priority of actions as required based on needs & expectations of other internal & external stakeholders. If possible, prepare a Daily/Weekly Log/Report of Actual Performance and share with superiors if required.

7. **Report any "additional major breaks (say over 15 minutes) required for planned/unplanned personal jobs" to colleagues/superiors** so that they are informed in advance to avoid any surprises. If break is long it can be updated in the Calendar.

8. **Allocate "5-10% of time daily" for self-learning & development** i.e. self-reading or attending online webinars. This is best to trigger continual improvement of creativity & innovation potential of each employee. Creativity can also be improved by taking ideas from family members.

9. **Allocate 15 minutes in a day for encouraging socializing with Office Colleagues from various departments & locations (if possible over call)** even if there is no work to offset for informal communication that takes place during "Normal Working at Office".

10. To encourage physical & mental fitness during remote working, **do some quick 1-2 minutes eyes & neck exercises, quick reading of quotes on optimism/positive thinking/ smiling/humour every 1 hour and walk/stretch for few minutes near the work place every 2 hours** during break.

The Effectiveness of remote working must be reviewed by the management with employees every quarter to drive continual improvement in productivity standards, team work and employee happiness.

Dr Kanak Madrecha (Excellence Advisor/Management Consultant/ Past Jury-DQA, DHDA & SKEA)
E-Mail: Dr.Kanak.Madrecha@Gmail.Com   **Dubai Mobile/Whatsapp: 0097150 6583159**