

Tips for Working Virtually – Week of 4.13.2020 (**Productivity**)

Happy Tuesday, DOR Colleagues!

As we are closing out our first month of remote work, we hope you are all getting more comfortable in the “new normal.” This week’s tips are focused on how we can maintain, or even improve, productivity while working remotely. We hope you will take the opportunity to develop new habits that will continue to benefit your work even after we return to our DOR home!

Some tips for staying productive while working remotely:

- **Plan for tomorrow, today** – Spend the last 30 minutes of your work day looking at your schedule for the next day, preparing a list of what needs to be done, and mapping out your day. Having a plan will help you execute tasks and decrease procrastination/indecisiveness.
- **Tackle the least desirable tasks first** – Sometimes, we move the tasks we don’t want to do to the end of our to-do lists because we think they are hard or tedious or boring. However, once we complete everything else on our lists, we can be tired or burnt out. Completing difficult tasks first will give you a sense of accomplishment and leave you energy for smaller targets.
- **Be mindful of the 80/20 rule** – The Pareto Principle states that 80% of results are achieved by 20% of our activities. Identify 20% of your most important activities and tasks and focus your attention on them first.

Read more tips about maximizing your productivity while working remotely here:

- <https://www.paymoapp.com/blog/the-comprehensive-guide-to-productivity-at-work/>

Stay safe and well!
PC Advisory Group