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Five ways to maximise productivity working out of home

BY SREERADHA DASGUPTA BASU, ET BUREAU | UPDATED: APR 28, 2017, 11.04 AM IST

As professionals demand work flexibility, more employers are offering remote working options. But what may seem the ultimate quick-fix solution often turns out to be a big challenge. Discipline is key to getting work done in the face of distractions, experts told The Economic Times as they shared tips on maximising productivity while working out of home.

1. Follow a set timetable

There's nothing like a timetable to get things done on time, even when you are working out of home. Anuradha MV, assistant professor, at Great Lakes Institute of Management in Chennai recommended a schedule for the chores of the day, and sticking to it. "The flexibility comes from the fact that the timetable is tailored to the individual's needs and personality," she said.

2. Define your work hours

Since you will be working from home and yet not be available for home all day, set expectations of your family accordingly, advised Margaret Dsouza, head of human resources at enterprise team messenger Flock."It is easy to get distracted by the things that you may have to do while at home. Define work hours and communicate it to your team," she said.

3. Create your own work station



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Don't yield to the temptation of perching yourself comfortably on the couch or the bed with your laptop. This is a bad idea from the perspective of ergonomics and productivity. "It makes more sense to create a work station for yourself comprising a table, comfortable chair and enough space for all your work-related documents," said Anuradha MV.

4. Engage with other professionals

One of the biggest limitations of working from home is the loss of human interaction that formal work settings provide. It also means that you need to consciously work on your professional visibility."Interaction with other professionals of your field is the best way of developing yourself and learning," points out Anuradha MV of GLIM.

5. Use right tools to drive efficiency

It is important to find the right tools to keep you and your team in sync always. Flock's Dsouza said the major barriers for organisations and businesses to allow employees to work out of home are connectivity, communication and presence paradox the compulsion to be physically present to prove one is working. "Team messengers can be very effective to interact with coworkers."

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