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“Often when you think you’re at the end
of something, you’re at the beginning of
something else.”

— FRED ROGERS

6 CHALLENGES EMPLOYEES FACE WHILE REMOTE WORKING

01

Lack of Resources

02

Motivation For Work

03

Maintaining Productivity

04

Isolation

05

Communication Issues

06

Work-life Balance

TACKLING LACK OF RESOURCES



- Be clear about the resources required while working remotely
- Clearly communicate your new resource requirements to superiors
- Try a few of the following alternatives to office facilities:
 - Scanning apps
 - PDF creators
 - Digital Signature apps
 - Online notarising services
- Coordinate and distribute tasks amongst team members who have resources.

Tip for Empuls users:

Become a member of a resource help group and add

KEEPING UP THE MOTIVATION FOR WORK

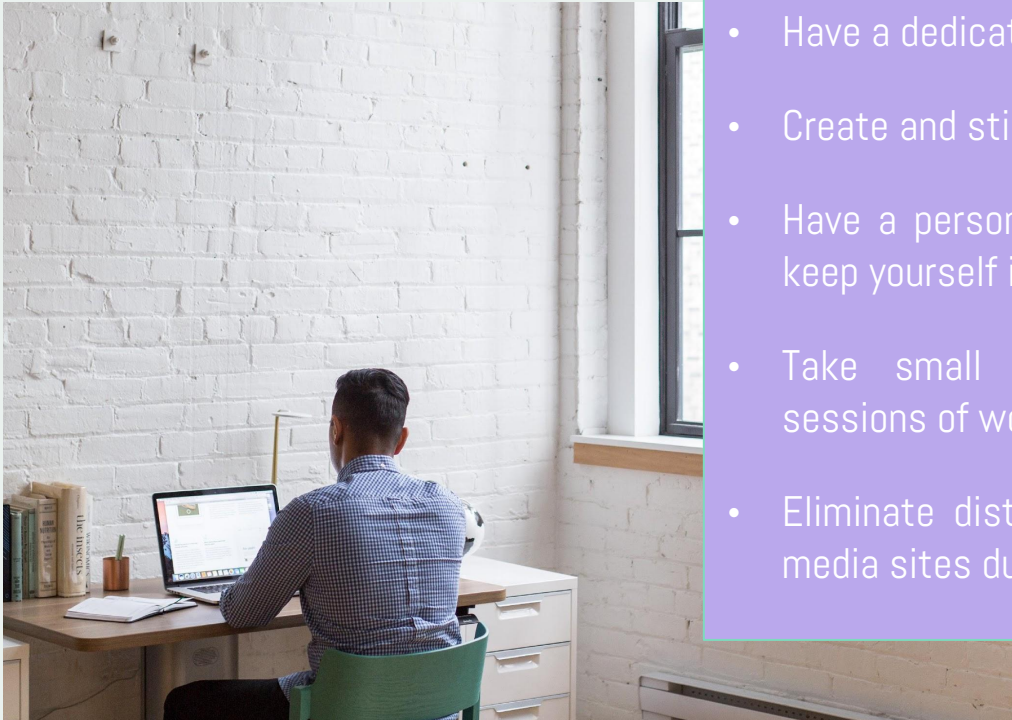


- Get absolute clarity of task priorities
- Prioritize and focus on completing the most urgent tasks first
- Divide your work into smaller task so it does not feel overwhelming - understand who all need to contribute to complete the task and give them a heads-up on the requirements
- Create a work routine and stick to it everyday
- Be proactive in updating about the work progress to your superiors
- Dress up for the work hours

Tip for Empuls users:

Take part in online engagement programs conducted by HR

MAINTAINING PRODUCTIVITY



- Have a dedicated work space at home
- Create and stick to a schedule
- Have a personal task wise deadlines to keep yourself in track
- Take small breaks after continuous sessions of work
- Eliminate distractions, and block social media sites during work hours

Tip for Empuls users:

Join or create a productivity helpdesk

DEALING WITH ISOLATION



- Talk about Non-work topics with your fellow co-workers
- Talk with your family and friends and share your anxieties
- Initiate after work video calls with your colleagues to catch up on office chatter
- Be patient and supportive to your colleagues

Tip for Empuls users:

Create exclusive group chats for your work friends and make it a strictly 'no-work-discussion' zone

COMMUNICATION ISSUES



- Default to over-communication with your peers
- Make sure your messages is clear and understandable
- Use the chat and comment option extensively (available in most task management apps) to communicate clearly

Tip for Empuls users:

Create a work group and track on-going work conversations

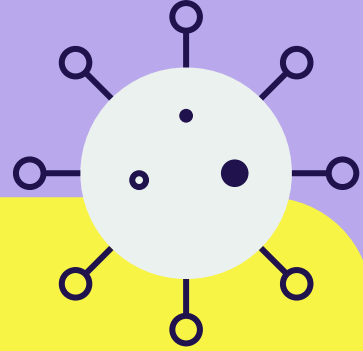
MAINTAINING WORK LIFE BALANCE



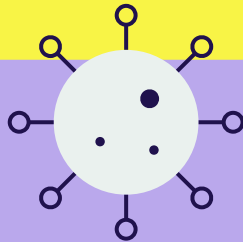
- Set clear boundaries to your time and work space
- Do not carry your work laptop and mobile out of your work space
- Make after work-hours plans with your family and friends
- Maintain healthy lifestyle and get right amount of sleep

Tip for Empuls users:

Create a community group on Empuls and organise interest -based discussion and virtual round tables.



MAKING THE BEST OF THE TIME AT HAND



8 IDEAS TO MAKE BEST USE OF TIME GAINED DUE TO REMOTE WORK

01



Take up online courses and specialization to advance your career

02



Network with people in similar field to expand your perspectives

03



Analyse your financial statements and plan for future scenarios

04



Focus on work-life balance and spend more time with family

8 IDEAS TO MAKE BEST USE OF TIMES OF CORONAVIRUS

05



Analyse and strategize
your future plan of
action for your career

06



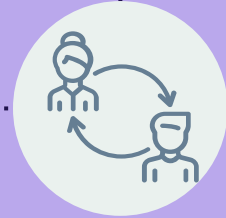
Put physical and mental
health on priority and
develop healthy habits

07

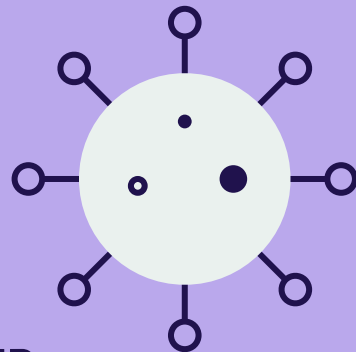


Reconnect with your
superiors and get to know
their personal experiences

08



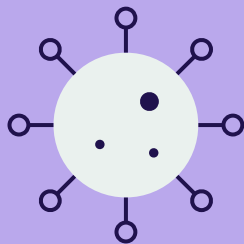
Reconnect with your
peers and offer help to
the ones in need



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