EXIM LOGISRICS PRIVATE LIMITED Recommended it's Team Members to follow the following points during work from home

RECOMMENDATIONS WHILE WORKING FROM HOME



1 Follow a routine

-Get ready in the morning – exercise, shower, put some comfortable, clean clothes and have a healthy breakfast. You'll feel more confident and productive!

2 Prepare for the day

-Create a list of to-dos and sort them by relevance
-Structure your day as best as possible – it helps to ensure you stay productive

3 Follow your schedule

-Do your best to stick to your regular schedule
-Use your breaks to stretch
-Have a healthy meal and once you have finished your day, do something that helps you relax

4 Create a workspace

-Create an organized workspace separate from home distractions and use it as much as possible
-Ensure your workstation is set up ergonomically

5 Stay connected

-Use available technology and video chats to connect with your colleagues
-Tell your manager and team what you're working on
-Reply promptly to your emails and messages

6 Increase communication

-Document more than normal
-Collaborate with your team using Go To Meetings
-Share how you are doing