Monday

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Tip

Schedule interaction into your day, even if it's just a five minute catch up with a co-worker on the phone

Tip

If you are organised and set objectives for your team, they will **thrive working at home**

Tuesday

Tip

If you've hired well you should have no worries about people working from home. This is where a **high trust, high performance culture is vital.**

Wednesday

Tip

Having a routine is vital for motivation. **It sets you up for the day**

Tip

People are more productive at different times of the day **– use this to your advantage**

Thursday

Tip

Sign out of social media accounts to limit temptation

Tip

Plan your breaks into your schedule and make sure you stick to them

Friday

Tip

Create the right ambience. Try music without lyrics to limit distractions

Tip

Choose a workspace and replicate your usual working environment as much as possible

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