

# Veolia Employees

What you can do to ensure you're a productive remote worker.

**01** Get dressed



**02** Exercise – get outside if you can



**03** Take a coffee break or just stand up regularly



**04** Sit at a desk – put your monitor at eye level – don't work slumped on the couch



**05** Write a to do and DONE list and share it with a colleague/team



**06** Spilt your day up into 'productivity chunks' of 45/90 mins – what works for you?

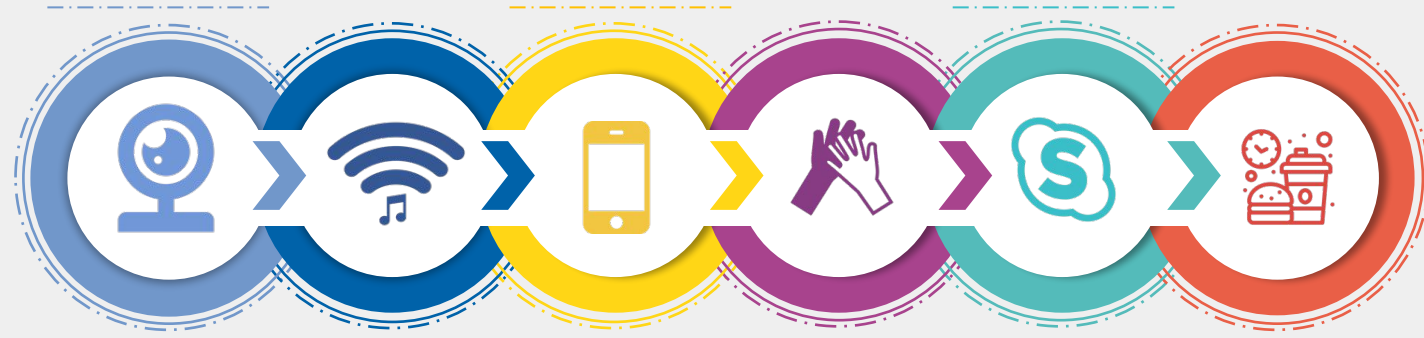


## What you can do as a team to be productive, motivated and connected.

Webcam. Show your team your surroundings. Take it in turn to drive meetings. Meet online to set AM and PM goals.

Don't email – if people live alone they may not talk to anyone all day.

Use Google hangouts to chat about some non-work things, share a funny story. Don't forget if used for business meetings remember to set agendas and utilise the optional invitees function.



Like music? Share your Spotify lists. See what others are listening too throughout the day.

High fives are virtual, but needed! Call out people who've helped you today.

Schedule a time for everyone to take a break.

I use my Apple watch to remind me to stand and take breaks regularly otherwise I'd sit for 10 straight hours!

Our team have set ourselves a step challenge to make sure we get at least 6000 steps in a day.

My Wi-Fi is not great so I work offline a lot of the time. People text or call me if they need something and I keep my manager up to date with what I'm working on.

My kids are home and my husband's sick. My team are really understanding and know I'll get things done later in the day.

