

# Productivity

- ❑ Proper strategies on available tools.
- ❑ Don't forget to continue effective office cultures. A clear agreement on how to implement the digital transformation.
- ❑ Up skill. Reskill. Learning is constant to easily adapt to changes





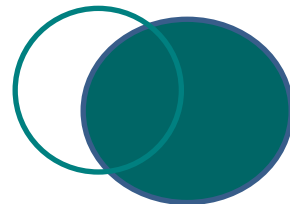
# Collaboration

- ❑ 1. Constant and adequate communication with team members and family members.
- ❑ 2. Clarity of policies and agreements to commit to reaching daily goals.
- ❑ 3. Consistency of the system that all team members can properly implement and follow.

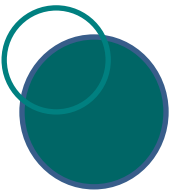


# Environment

- ☐ Door that you can lock. This will save you a lot of unnecessary challenges of mixing family concerns while working.
- ☐ If a Door is not possible, an emotional barrier will be a good alternative. Emotional barrier is just letting your family know that you are working 8 hours a day and we can have fun during break time.
- ☐ Create your own space and find a place that is quiet.
- ☐ An air conditioner will give you a more comfortable home office setup.

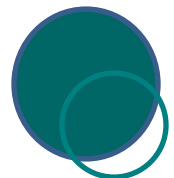


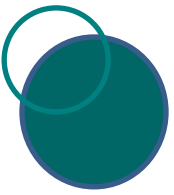
- ❑ If air conditioner is not an option, You can request if you can work during the most comfortable hour of the day or visit a nearby place to work during noon time.
- ❑ If you really need the comfort of a cool room, you can work in the bedroom with air conditioner while other people are sleeping to save on electricity.



# Basic Maintenance of your computer

- ☐ Antivirus.
- ☐ Anti-malware
- ☐ Check disk
- ☐ Ram monitoring to see if you are using too much software. Ex freeram xp pro
- ☐ Disk Defrag





# Basic Maintenance of your computer

- ☐ Empty recycle bin. Clean unnecessary files.
- ☐ Schedule Reformat of hard disk to fully clean errors and files.
- ☐ Temporary files cleaner
- ☐ Don't install unnecessary software. Even if you don't open a software, it can still run in the background.

