



# Prioritising Employee Well-being & Productivity in the Remote Work Era



## SET DAILY GOALS

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Establishing objectives for your day helps provide a sense of direction and prevents you from becoming a workaholic.





## ESTABLISH CLEAR BOUNDARIES

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Encourage your team to create specific working hours and physically separate work and personal spaces to prevent burnout and maintain a healthy balance.





## PRIORITISE TASKS

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Focus on tasks according to their importance to channel your energy into areas that yield positive results.





## PROMOTE OPEN COMMUNICATION

**Implement transparent communication channels to ensure employees feel connected and engaged while respecting their personal time.**





## ENCOURAGE TAKING BREAKS

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Taking short breaks throughout the day helps to refuel, attend to personal matters and maintain productivity levels.





## ESTABLISH ROUTINES

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Breaking large tasks into smaller chunks and working on them one at a time helps with time management and discipline.





## DECLUTTER YOUR WORKSPACE

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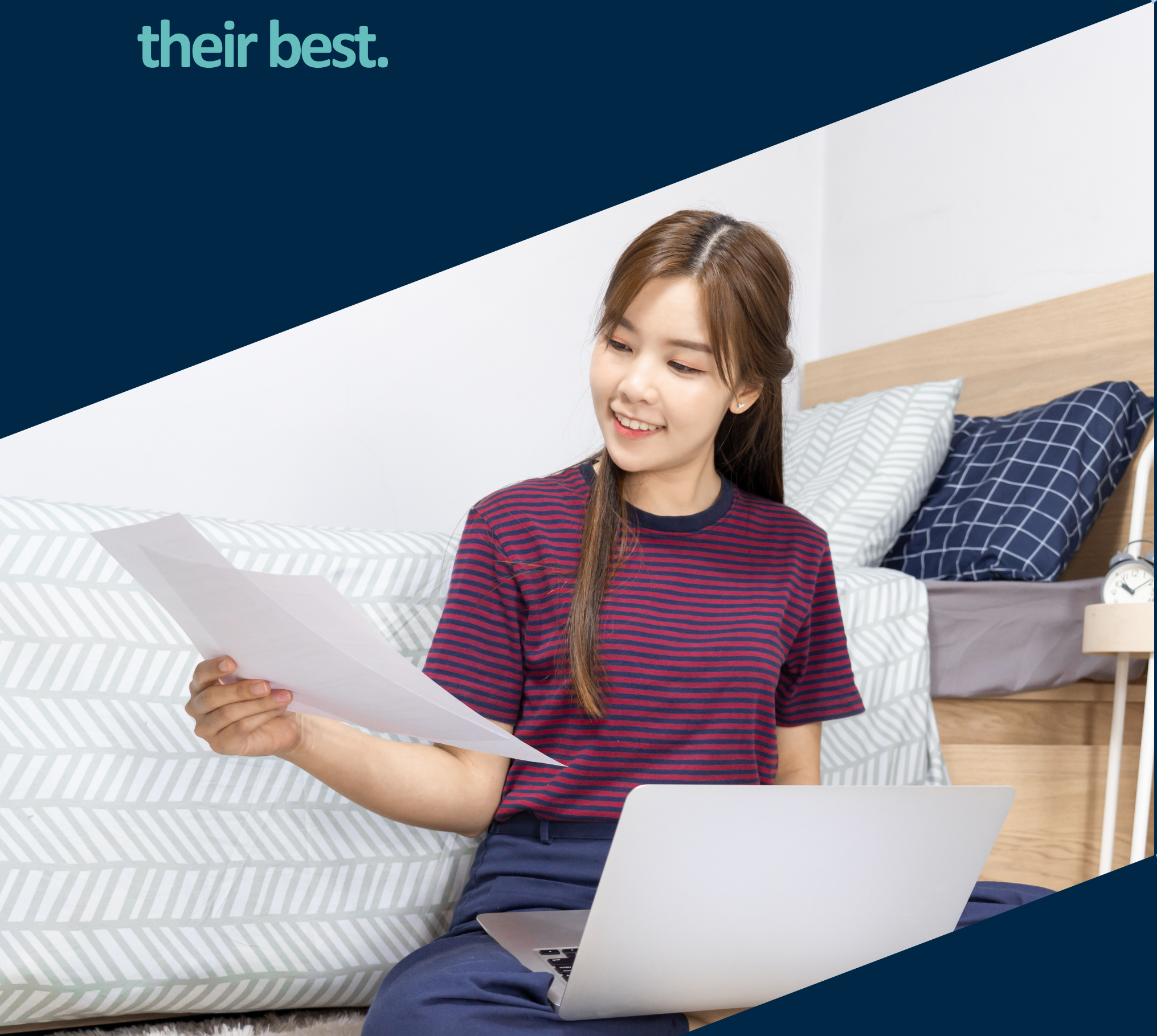
A clean and organised space  
promotes productivity and  
enhances focus.





## PRACTISE FLEXIBILITY AND EMPATHY

Recognise each employee's unique situation and foster a supportive work environment, allowing your team to manage their priorities and perform at their best.





## COMMUNICATE EXPECTATIONS

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Share your working hours with colleagues to create clear boundaries and avoid non-urgent communication outside of work hours.





## UNDERSTAND YOUR PERSONALITY TYPE

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**Adapt your work-life balance strategies to suit your individual needs and preferences, benefiting both yourself and those around you.**





**Learn how we can  
help you help your  
people bring forth the  
behaviours that may be  
necessary in a particular  
moment of choice**

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