

How to stay productive when working from home:

During these difficult times BT are helping to keep the nation connected with a range of Top Tips on Tech. The following are a range of suggestions that can help you stay productive while working from home.

To use some of this technology you'll need to be connected to the internet. You may be charged for using Wi-Fi and mobile data, so make sure you check your allowance with your provider. Some of the apps referenced are not free of charge.



Tip 1

You will want a decent wi-fi signal wherever you set up your workstation. To get a strong signal, make sure your router is in the centre of the house and away from thick walls. Also, make sure it's visible. Chances are, if you can see the router it will be able to get to your tech.

Tip 2

To help you get organised try using a task manager app. One of the most popular is Todoist, it looks like this. It helps you create mini lists and you can colour code them.



Tip 3

Another task manager app is Trello, it looks like this. This can help you make joint calendars with colleagues and assign tasks to different people. It even notifies you when a job has been ticked off the list.

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Tip 4

Working isn't just about working independently, it's about collaboration. So try using apps like Microsoft Teams, Skype or Google Hangouts to hold face to face meetings.



Tip 5

To save time and effort, try using apps like Google Docs, Dropbox Paper, or Quip. They allow you to collaborate on the same document in real time. So everyone's on the same page.

Tip 6

It's important to make sure you're secure online. You can do this by using strong passwords, don't use dates like birthdays, and no names of family members – not even your pet. Pick a memorable phrase and add an exclamation mark or asterisk in it.



Tip 7

It's also essential to backup regularly to an external hard drive or save your documents to cloud storage. You don't want to lose all your hard work.

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