



## Tips for staying motivated while working remotely.

Working remotely offers flexibility and convenience, but staying motivated can be challenging. Here are some practical tips to keep you focused and productive:

### 1. Establish a Routine

- Start your day at the same time every morning.
- Create a **morning ritual** (e.g., coffee, a short walk, reading).
- Set clear **start and end times** to maintain work-life balance.

### 2. Create a Dedicated Workspace

- Set up a **comfortable, clutter-free workspace** separate from personal areas.
- Invest in a good chair, desk, and proper lighting.
- Keep all work-related tools within reach.

### 3. Dress for Success

- Avoid working in pajamas—**getting dressed signals your brain it's work time**.
- Wear something comfortable yet professional to boost confidence.

### 4. Use Time Management Techniques

- Try the **Pomodoro Technique** (25 minutes of work, 5-minute break).
- Plan your day with a **to-do list or time-blocking method**.
- Prioritize tasks using the **Eisenhower Matrix** (urgent vs. important).

### 5. Set Goals & Track Progress

- Define daily, weekly, and monthly goals to stay focused.
- Use apps like **Trello, Notion, or Asana** to track progress.
- Celebrate small wins to keep momentum going.

120 Woodford Avenue, Plainville, CT 06062 | 363 North Main St., Bristol, CT 06010

**Phone:** (860) 747-4152 | **Plainville Fax:** (860) 793-1121 | **Bristol Fax:** (860) 585-0644 | **Web:** UBIFCU.com

## 6. Minimize Distractions

- Turn off non-essential notifications.
- Use tools like **website blockers** (e.g., Freedom, Cold Turkey).
- Set boundaries with family or housemates.

## 7. Stay Connected

- Check in regularly with colleagues via Slack, Teams, or Zoom.
- Participate in virtual coffee breaks or online team-building activities.
- Communicate expectations clearly with your team.

## 8. Take Breaks & Get Moving

- Step away from your screen every hour for a **short stretch or walk**.
- Get some fresh air or do a **quick workout** to refresh your mind.
- Try **desk yoga or deep breathing exercises** to stay relaxed.

## 9. Keep Yourself Motivated

- Listen to **music or white noise** to boost concentration.
- Set up a **reward system** for completing tasks (e.g., a coffee break or a small treat).
- Remind yourself **why** you love your job and its benefits.

## 10. Maintain Work-Life Balance

- Shut down your computer at the end of the workday.
- Avoid checking emails outside of working hours.
- Spend quality time with family, exercise, or pursue hobbies after work.

Remember, UBI Federal Credit Union is local and here for you! Please let us know what we can do to help with your banking and financial needs! 860-747-4152 or find us at [www.UBIFCU.com](http://www.UBIFCU.com)

*120 Woodford Avenue, Plainville, CT 06062 | 363 North Main St., Bristol, CT 06010*

**Phone:** (860) 747-4152 | **Plainville Fax:** (860) 793-1121 | **Bristol Fax:** (860) 585-0644 | **Web:** [UBIFCU.com](http://UBIFCU.com)