

# Four Core Facets to REMOTE WORK SUCCESS

## 1 COMPUTER SKILLS

Having a working understanding of the technology needed to be successful on the job including basic navigation, internet browsers, email, chat, search, and windows is crucial to remote success.



**76% of workers**  
would be more willing to stay with their current employer if they could work flexible hours.

**+1.4 days of work**  
in additional days per month worked by remote employees compared to their in-office peers. That's 17 additional workdays a year.

## 2 SELF-RELIANCE

Remote workers must be able to work autonomously. They should be comfortable with isolation and possessing the self-motivation required to work and solve issues alone, without direct supervision or physical access to co-workers.



Communicating via remote means is also a key factor, as is the ability to understand and identify the subtleties of written (vs. verbal) communication.

## 3 PROPER WORK ENVIRONMENT

Maintaining a dedicated home/work environment that is organized, distraction-free, as well as properly connected and equipped make the transition to remote work much smoother for all.



**25% less turnover**  
reported by companies that allow employees to work remotely for any duration, compared to those that do not.

**+24% happier**  
and more productive as reported by those who work remotely at least once per month.

## 4 TIME MANAGEMENT

Staying on task without direct supervision is more than an exercise in self-control. Remote workers who can monitor oneself, prioritize, and ensure adherence to schedules are .



# Easy Remote Work Productivity Ideas For American Readers

**Jessica J Manson**



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