



Tips for Starting as a Remote Worker For the First Time

Millions of people are having to adjust to working from home amid the coronavirus pandemic. While this is a challenging task, others have been dealt an even harder hand: losing their job after building a work-from-home career.

Even when you've been working remotely for years, losing your business and having to start fresh can be overwhelming. However, opportunities for remote work abound these days. And if you learn how to look for jobs, create an adequate workspace, and take steps to stay focused, you will set yourself up to succeed.

Look at Your Options

One good thing about technology is that there are ample opportunities for remote work. You just have to know what you're looking for and where to look.

- There are a number of tasks to complete [before](#) you begin your job hunt, such as determining what kind of work and how many hours you want, knowing what benefits (if any) you will require, and perfecting your resume.

- If you are looking for freelance work, [using online job boards](#) is an efficient way to find it. Companies use these sites to hire email marketers, web designers, accountants, and many other positions.
- Job search sites are ideal for those who are looking to work as an [employee](#) rather than freelancer.

Set Up Your Space

Separating work and home life is essential when it comes to working from home, and having a dedicated workspace is a foundational part of that.

- When designing your workspace, consider your lifestyle and [base your plans](#) around your everyday needs.
- [Furniture](#) (e.g., desk, chair, filing cabinet) is a key element in creating a home office that meets your needs.
- Especially if you are working with a small space, you want to maximize [storage](#) as much as possible.

Stay Focused

Productivity is the name of the game, and there are several steps necessary to make sure you can stay focused and thriving in your remote work:

- Keeping a clean workspace, establishing normal work hours, and practicing [mindfulness meditation](#) are just a few things that can help you stay focused and productive through the workday.
- [Utilize software](#) that will help you collaborate and communicate with your co-workers and clients, which can help you stay on task.
- Taking breaks ([the right way](#)) is key to staying mentally fresh and ready for the next task.
- If you have ADHD, there may be [additional steps](#) you need to take in order to work productively, such as limiting your access to electronic devices and maintaining your medications.

Technology can do wonders for helping you rebuild your career when you've lost your job as a remote worker. Remember to utilize all the online resources available when looking for a job and create a home office that meets all your everyday needs. Also, do whatever is necessary to remain focused so that you can efficiently produce quality work. If you approach this challenging time the right way, you could have better things in store than you did with your old career!

References – This blog is based on an article written by Matt Williams, Content Writer

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