Working Remotely 101

1 PLAN AHEAD

- Research destinations with reliable internet connectivity and suitable work environments, such as coworking spaces or cafes with Wi-Fi.
- Check visa requirements, time zones, and local regulations regarding remote work to ensure a smooth experience.

2 PACK WISELY

- Bring essential remote work tools, such as a reliable laptop, noise-canceling headphones, portable charger, and any adapters or converters needed for international travel.
- Consider packing light and opting for versatile clothing and accessories to accommodate both work and leisure activities.

3 ESTABLISH A ROUTINE

- Set a consistent work schedule to maintain productivity and balance while traveling.
- Identify peak productivity hours based on your destination's time zone and plan your work accordingly.
- Create a dedicated workspace within your accommodation to minimize distractions and optimize focus.

4 STAY CONNECTED:

- Prioritize communication with colleagues, clients, or team members to stay informed and aligned on work tasks and projects.
- Use collaboration tools and project management software to facilitate remote teamwork and track progress.
- Stay connected with friends and family back home to maintain a support system and alleviate feelings of isolation while traveling.

5 SELF CARE ON THE GO

- Take regular breaks to rest, recharge, and explore your surroundings.
- Incorporate physical activity into your daily routine, whether it's going for a walk, practicing yoga, or trying local recreational activities.
- Prioritize self-care activities such as mindfulness meditation, journaling, or enjoying a hobby to manage stress and promote well-being while working remotely on the go.