



10 Top Tips for Agile Working

Maximise your agile working potential wherever you choose to work with the following top tips straight from Hotbox experts and in association with [Baker Stuart](#).



Be Organised: Working in different locations often means you need to be more organised. Whilst you can use electronic files so you don't have to carry documents and resources with you, travelling with a Hotbox, laptop bag or rucksack ensures you have everything you need to have a good workday. It transports all your items for you, so you won't have to leave anything behind.



Be Productive: Working by yourself can have its challenges. To keep focused, make a list of what you need to do each morning, prioritise specific tasks and set yourself a goal. Only tackle the other items when these are finished.



Be Equipped: Having the right equipment transforms your workstyle, maximising your ability to work flexibly. Show initiative by attending any software or hardware training your organisation offers. Learn how to access your files remotely, and keep in touch with your team using communications software such as Skype for Business or Microsoft Lync.



Be Comfortable: A comfortable body = a more motivated mind. Wherever you are working, find the time to create your ideal environment. Learn how to adjust the chair, screens and keyboards and sit square to the desk without hunching - especially when using a laptop. Don't be afraid to ask your organisation's occupational health team for advice. Your comfort is the priority.



Be Flexible: Achieving an agile working environment is much easier if colleagues are cooperative and considerate. Try to get employees out of the "beach-towelling" habit, ensure spaces are kept tidy so others can use it. Maybe hold meetings in the breakout area or canteen instead of an entire room. Follow these little insights and there will be plenty of work spaces available when you need them.





Helping You Achieve An Agile Workplace



Be Engaged: Working in separate, individual spaces can be isolating. To maintain connections, keep in regular contact with your team, plan face-to-face meetings and social events, and talk to them regularly on the phone instead of sending email after email.



Be Aware: Are you a morning or an afternoon person? Luckily, flexible working allows you to work on certain tasks when you are at your most productive. Do more mundane and easy tasks when creativity is lower. Take breaks, drink plenty of water and eat regularly. You will be amazed how much more you get done by listening to your body.



Be Active: Agile working means you can travel to new work spaces, increasing activity levels. It keeps you alert, productive and healthy. Work when you feel productive, rather than working late when you are feeling tired and sluggish. Take regular breaks and socialise over coffee and lunch. Did you know eating at your desk makes you less productive?



Be Visible: Although it is useful to find a quiet corner to get an urgent task done, try to avoid hiding yourself away. Agile working is about using the most productive place for the task at hand, but you must also stay connected with your team. Make sure you are visible to your team and line manager.



Be Focused: Focus on what your line manager requires of you, as this is how your performance will be assessed. Some tasks are more essential than others, so find some time to learn exactly how to manage each one. Set some time aside in your day to deal with emails, calls and meetings, but always give time to more pressing duties. Let colleagues know when you will be available; platforms such as Lync or Skype allow you to flag your availability.

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