

LEARNING MADE EASY

Working from home is the new normal

Working from home was already on the rise, but when COVID-19 hijacked our reality, remote work became a way of life for many. Whether you're doing it one or two days a week or full-time, you'll appreciate the guidance in this book. Here are tried-and-true tips for enhancing your productivity, creating a workspace that's pleasant and efficient, dealing with distractions, making the most of virtual meetings, maintaining the trust of your manager and teammates, and a whole lot more.

Inside...

- Make online meetings more productive
- Get in the right headspace
- Set necessary boundaries and expectations
- Maintain effective connection with team members
- Learn to stay focused



A 20-year talent development professional, **Tara Powers** is an international best-selling author, award-winning leadership expert, and sought-after keynote speaker. She has worked with more than 200 companies and 15,000 leaders worldwide, building and launching talent initiatives that deliver high touch and high impact for her clients.

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Create a space for a healthy work-life balance

Stay connected with Slack, Zoom, and Microsoft Teams

Maintain productivity and stay healthy and sane



Tara Powers, MS, et al.

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