

Tips for Thriving in a Remote Work Environment

At **Percona**, we're proud to be a 100% remote company. Whether you're just starting your remote journey or looking to improve your daily workflow, these tips will help you stay productive, connected, and balanced.



Prepare Your Workspace



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Check your tech: Ensure you have a reliable internet connection, and test it before any important meetings.

Create a distraction-free environment to stay focused and comfortable.



Set a Consistent Routine

Take advantage of flexible hours by **clearly communicating your availability** with your team.

Schedule regular **breaks** to recharge and avoid burnout.



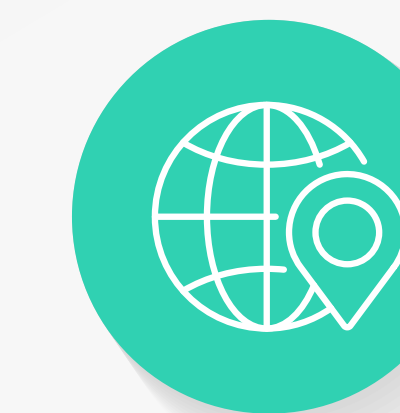
Embrace Flexibility

Remote work can bring unexpected challenges. Stay open, adaptable, and ready to pivot when needed.



Stay Organized

Keep your **documents, notes, and calendar** in one accessible place to streamline your workflow.



Leverage Time Zones

If your team spans across different regions, **use time zone differences** strategically to enhance collaboration and productivity.



Prioritize Security

Maintain a **secure internet connection** and follow best practices to protect company and personal data.



Stay Connected

Use tools like **video conferencing, instant messaging, and shared documents** to communicate effectively and maintain strong team relationships.



Find Work-Life Balance

Make time for hobbies, exercise, and relaxation. **Remote work should empower your lifestyle**, not overwhelm it.



Cultivate Key Skills

Success in remote work relies on **self-discipline, time management, and motivation**. Build habits that support independence and accountability.