

# work

FROM ANYWHERE

Office  
DEPOT®



With the sudden shift to remote working for organizations, new developments are presenting challenges for businesses across nearly every industry. As companies continue to navigate through these times, many remain focused on one common goal: maintaining productivity in the face of volatility.



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## Productivity Boost

*An annual survey by FlexJobs found that 65% of respondents are more productive in their home office than at a traditional workplace. Fewer distractions and interruptions, less stress from no commute, minimal office politics and a personalized, quiet environment are all contributors to a more productive remote worker.*

Source: <https://www.flexjobs.com/blog/post/remote-work-statistics/>



At Office Depot®, we understand that the shift into the digital era may feel disruptive to maintaining business continuity and the engagement of your employees. This global reset in how we “work” is well underway, but it also presents an opportunity to lean into the future of work and realize the benefits of a real-time, on-demand increased throughput — all in a low-cost, modern model. Below are some helpful tips and key considerations for your organization:

### MAINTAIN SIDE-BY-SIDE LEADERSHIP

When it comes to working in a remote structure, modern leaders can be present and flatten their hierarchy. Vision and purpose can help your remote workers stay motivated and productive. In order to achieve this, consider the following:

- Constant communication
- Collaboration
- Visual task and score card management
- Frequent recognition
- Rewards

### EMPOWER WITH TRANSPARENCY

When your staff members feel empowered to work on a solution, they can gain a sense of control and security that can lead to better results. Because of this, it can be helpful to encourage a consistent, open dialogue environment with your employees and discuss the changes happening around your organization and the world as a whole.

Schedule regular team discussions, and allow your team members to provide input on how to:

- Shift their focus while working from home
- Reprioritize how to impact customer experience
- Drive business outcomes in our changing landscape

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## Reduced Expenses

Among performance-based remote work statistics, 77% of businesses say that allowing employees to work remotely may lead to lower operating costs.\*\*



## Reduced Absenteeism

Remote workers tend to take fewer sick days, likely due to less exposure to germs in a typical office. According to Indeed's Remote Work Survey, 50% of remote employees said that working from home reduced their sick days, and 56% said that it reduced their absences.\*

### COMBAT ISOLATION

For many employees, working from home means rolling out of bed and right into the home office. The lines between work and life can often become blurred, resulting in fatigue, distraction and discouragement.

Research shows that starting the day with exercise, a shower and getting dressed for the office will foster a work mentality and overall sense of accomplishment. Creating a general routine that encourages more videoconferencing and interactive discussions is essential for maintaining effective levels of communication.

### EQUIP REMOTE WORKERS WITH CURATED BUNDLES

Businesses and educators across the U.S. are experiencing a push to maintain a remote digital workforce that can remain just as effective as if it were on-site in offices or on school campuses. You can help empower remote workers and educators through:

- Technology
- Digital collaboration
- Essential supplies
- Printing
- Ergonomic seating
- Lighting
- Sound panels
- And much more

Finding curated bundles, which are available through consolidated contract pricing, is an optimized approach to outfit your workers for remote success. You can also consider providing employees with access to business contract pricing.

## Office Depot® can help

We are here for you and on this journey with you. For more information, submit your contact information at Office Depot® OfficeMax® <https://business.officedepot.com> to discuss your remote worker planning and supply chain resiliency with one of our representatives to start simplifying the way you work.

\*Source: <http://blog.indeed.com/2018/11/14/remote-work-survey/>

\*\*Source: <https://www.flexjobs.com/blog/post/remote-work-statistics/>

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