

# THE ULTIMATE GUIDE TO WORKING FROM HOME IN 2023

Working from home today is not as uncommon as it was five years ago; it is part of everyday life for many people. Working from home is regarded by some as unprofessional and unproductive.

But studies have shown that **working remotely can increase productivity by up to 77%.**

## HOW DOES A HOME OFFICE WORKER ACHIEVE THAT LEVEL OF PRODUCTIVITY IN 2023?

It is simpler than you think: first of all, you must set the **basics for your home office:**

**Quiet Space for Working:** You need to concentrate when you are working. If needed, you can buy noise-canceling headphones, which will help you focus on your tasks.

**High-Speed Internet:** You will need a high-speed internet connection to perform most of the tasks. When working at home you need to be connected with your colleagues, and without a good internet connection, it can get complicated.

**Natural lighting:** A well-illuminated office avoids problems like headaches and eye strain.

**Ergonomic Chair:** Your health should always be the most important aspect of your life, and owning an ergonomic chair is essential for your posture and back.



To stay competitive in today's remote job market, you will also need to **update your workspace at home** once you have acquired the basics.

## WHAT ARE THE NEW TECHNOLOGICAL TRENDS THAT YOU WILL FOLLOW THIS YEAR?



## WHAT ARE THE LATEST APPS YOU CAN USE AS A VIRTUAL ASSISTANT?

### DON'T WORRY, ALL OF THOSE QUESTIONS WILL BE ANSWERED.

As we gain momentum in the new year, **Job Duck** wants you to be informed about **digital trends and tools** that will help you with your job search.

### ZOOM

The most common trending tools might be a bit familiar to you.

**Zoom** will remain relevant. **Video conferences** are more frequent now than ever before.

Even though there are many video calling platforms, **Zoom** shines thanks to its easy-to-understand interface.

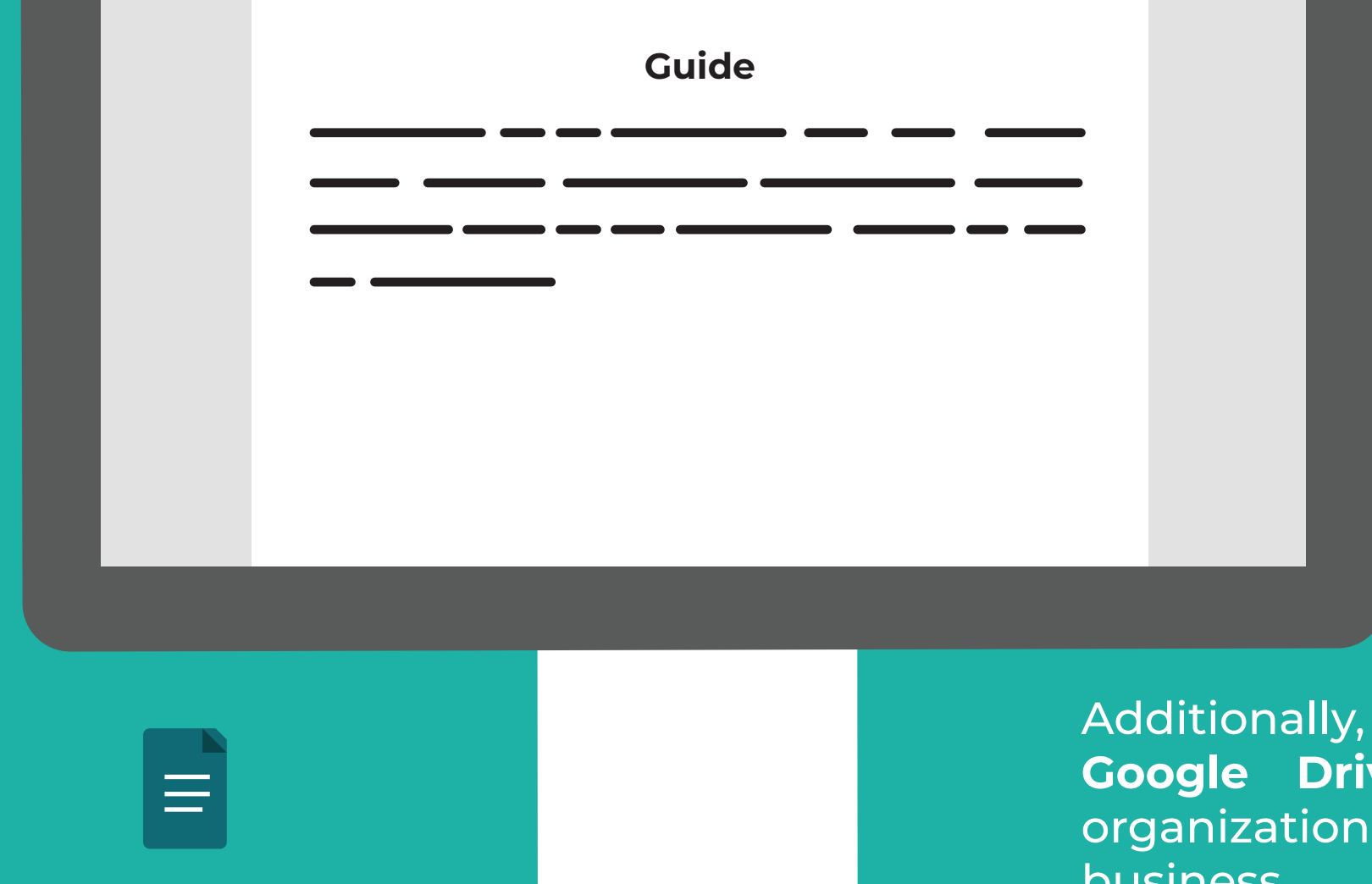


### GOOGLE DOCS

**Google Docs** is a must-have tool for every remote team. There is no comparison to the ability for multiple users to work on the same document from different locations at the same time.

**Sharing and revising documents** at the same time helps any team to avoid mistakes and strengthen their communication.

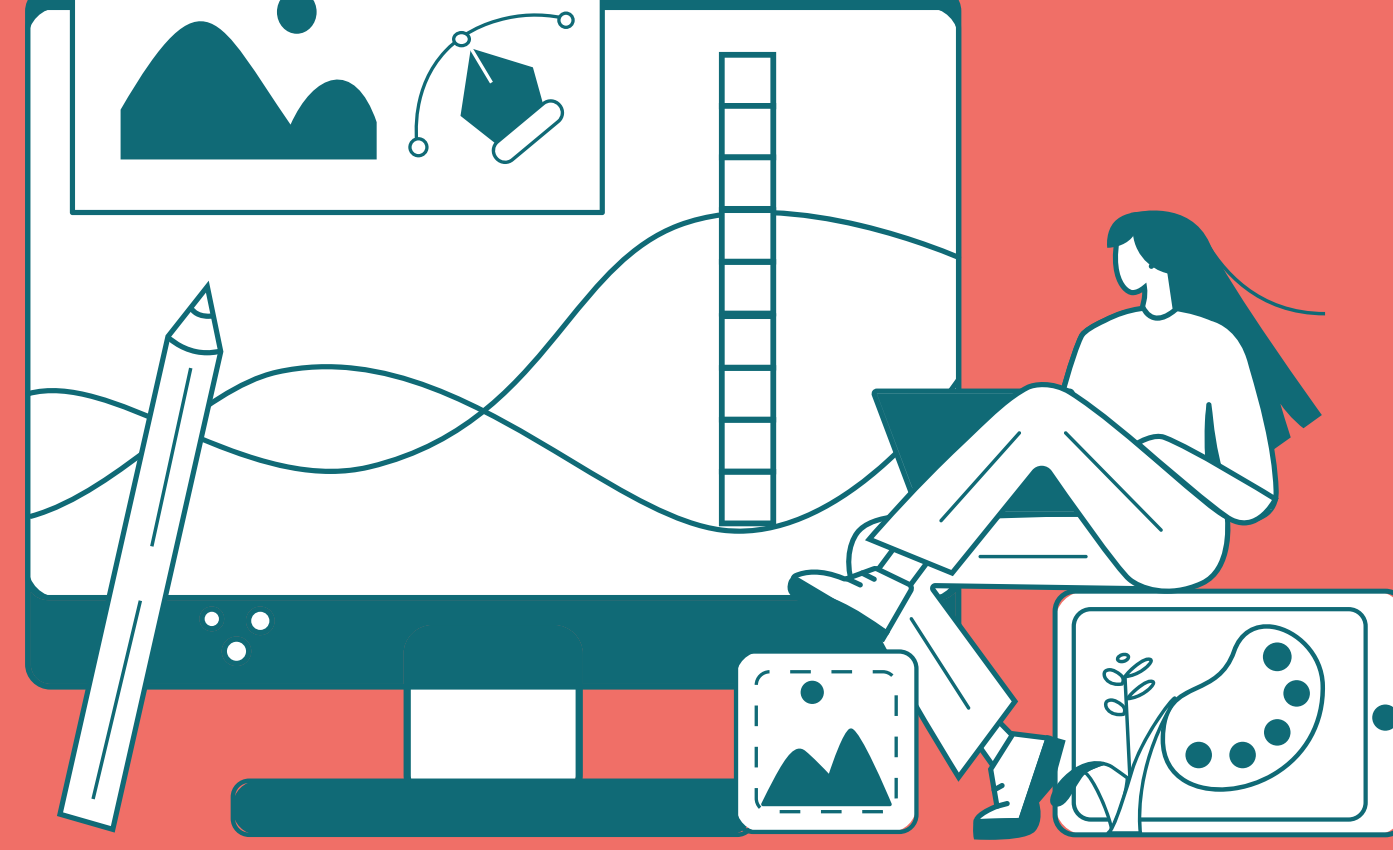
Additionally, the **cloud storage** that **Google Drive** has is useful for the organization of the documents for any business.



### CANVA

**Canva** is a great tool for creation. You don't have to be a professional graphic designer to create **dazzling visual pieces.**

You can create **posts for social media, presentations, logos, and even storyboards.**



Those are the tools you've probably been using already. Let's look at some of the **new tools you'll need to be competitive this year.**

**AI**s are taking the world by storm, and many people are afraid that they might be left behind. The best you can do is **adapt and overcome.** You should consider AI as a tool to **streamline your work process.** There are many different types of AIs you can use to make your job easier.

## THESE ARE SOME SUGGESTIONS FOR YOU:

### WIXADI

ADI stands for **Artificial Design Intelligence.** It is a tool that can or maybe will help those who need to **create a website** but don't know much about web design.

The AI will create a **custom page** for you based on what you want on the website you are creating and your design preferences.



**Grammarly** is an AI tool that checks your grammar, corrects your mistakes and typos, and suggests the style of writing that would be best for the task at hand.

### Fireflies

This is an AI meeting assistant that **takes notes for you during video conferences.** If you have long meetings where a lot of information is presented, **Fireflies** will come to your rescue.

You can **record your meetings** with ease and see the transcript almost instantly.

And there you have it! Those are just some of the best tools you simply **MUST** start using this year.

## IF YOU HAVE ANY MORE SUGGESTIONS LET US KNOW!

## CONTACT US!

- [www.jobduck.com](http://www.jobduck.com)
- <https://www.linkedin.com/company/jobduck/>
- <https://www.facebook.com/TheJobDuck/>
- <https://www.instagram.com/thejobduck/>
- [help@jobduck.com](mailto:help@jobduck.com)
- [https://twitter.com/The\\_JobDuck](https://twitter.com/The_JobDuck)
- <https://www.tiktok.com/@thejobduck>