

# WORK FROM HOME

*forever*



THE ULTIMATE GUIDE TO GARDEN OFFICES

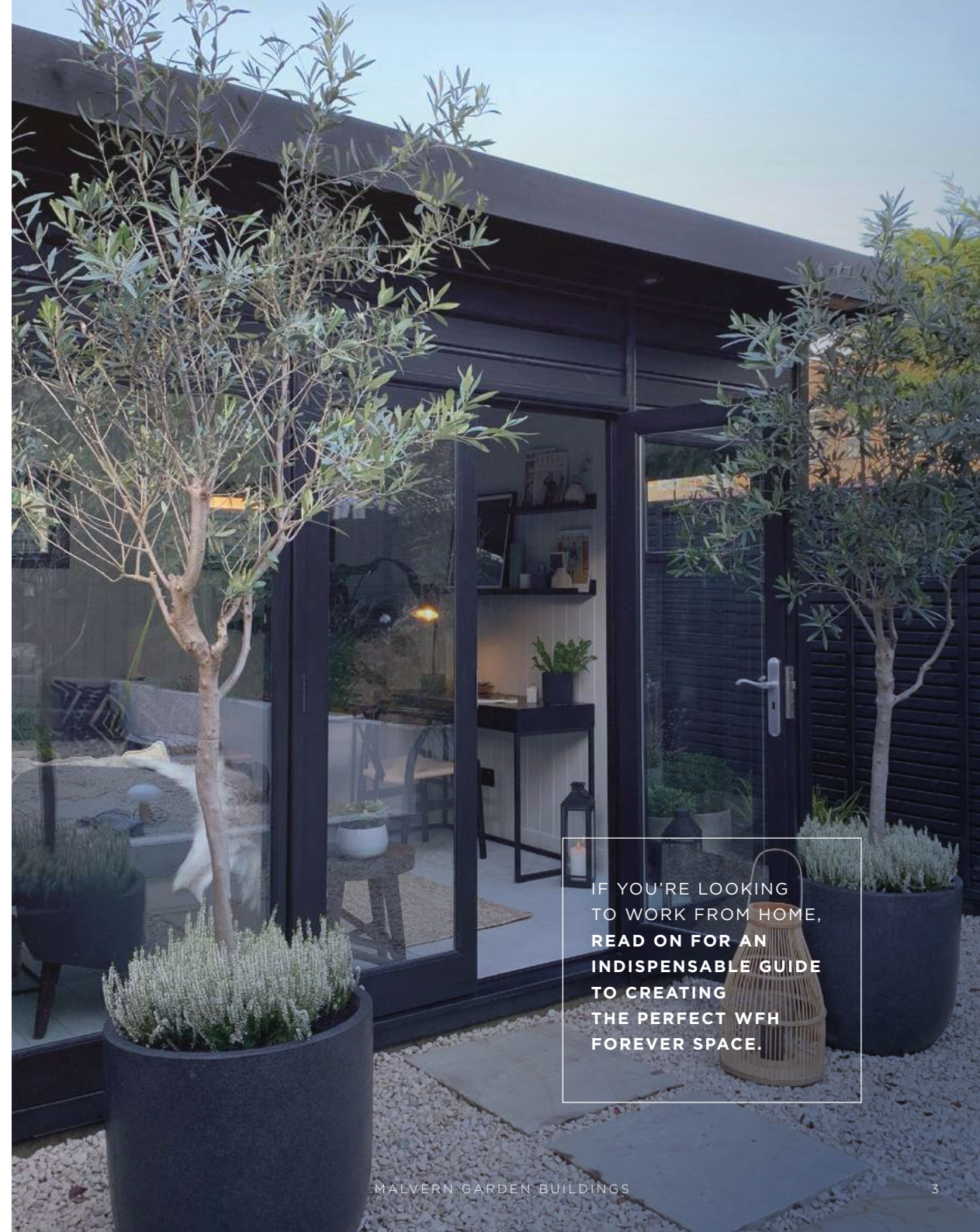


**THE NINE TO FIVE IS BARBARIC...**

I THINK ONE DAY WE WILL LOOK  
BACK AT NINE-TO-FIVE EMPLOYMENT  
IN A SIMILAR WAY TO HOW WE SEE  
CHILD LABOUR IN THE 19<sup>TH</sup> CENTURY



*Douglas Coupland*



IF YOU'RE LOOKING  
TO WORK FROM HOME,  
**READ ON FOR AN  
INDISPENSABLE GUIDE  
TO CREATING  
THE PERFECT WFH  
FOREVER SPACE.**



# WORK FROM HOME *forever*

In 2020, Covid-19 forced many of us to embrace working from home for the first time. With the changing lockdown restrictions that followed the office Hokey Cokey ensued, jumping from Plan A to Plan B. **Now, is it time for Plan Me?**

Once you've experienced working from a dedicated workspace in your garden there's no going back! **Ready to be convinced?**

# 84%

OF PEOPLE WHO HAD TO  
**WORK FROM HOME DURING  
THE PANDEMIC** HAVE  
CONTINUED WITH

*hybrid working*

MOST NOW SPEND MORE  
TIME **WORKING FROM HOME**  
THAN IN THE OFFICE.

# 78%

OF HOMEWORKERS SAY BEING  
ABLE TO **WORK FROM HOME**  
GIVES THEM A BETTER

*work life balance*

## PART ONE



The first part of the guide explores different **garden office ideas** with **real-life testimonies**, plus **insights from remote work experts**.

PAGE 8—83

## PART TWO



The second part takes you through all the **practical considerations** to create the **ultimate garden home office**.

PAGE 84—97

# GARDEN OFFICE STYLES





FOR A  
SMALL  
GARDEN

P.14



WITH  
A  
SIDE  
SHED

P.26



WITH A  
VERANDA

P.38



MODERN  
OFFICE

P.50



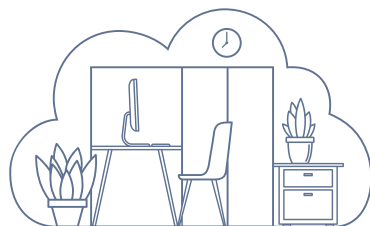
CLASSIC  
OFFICE

P.62

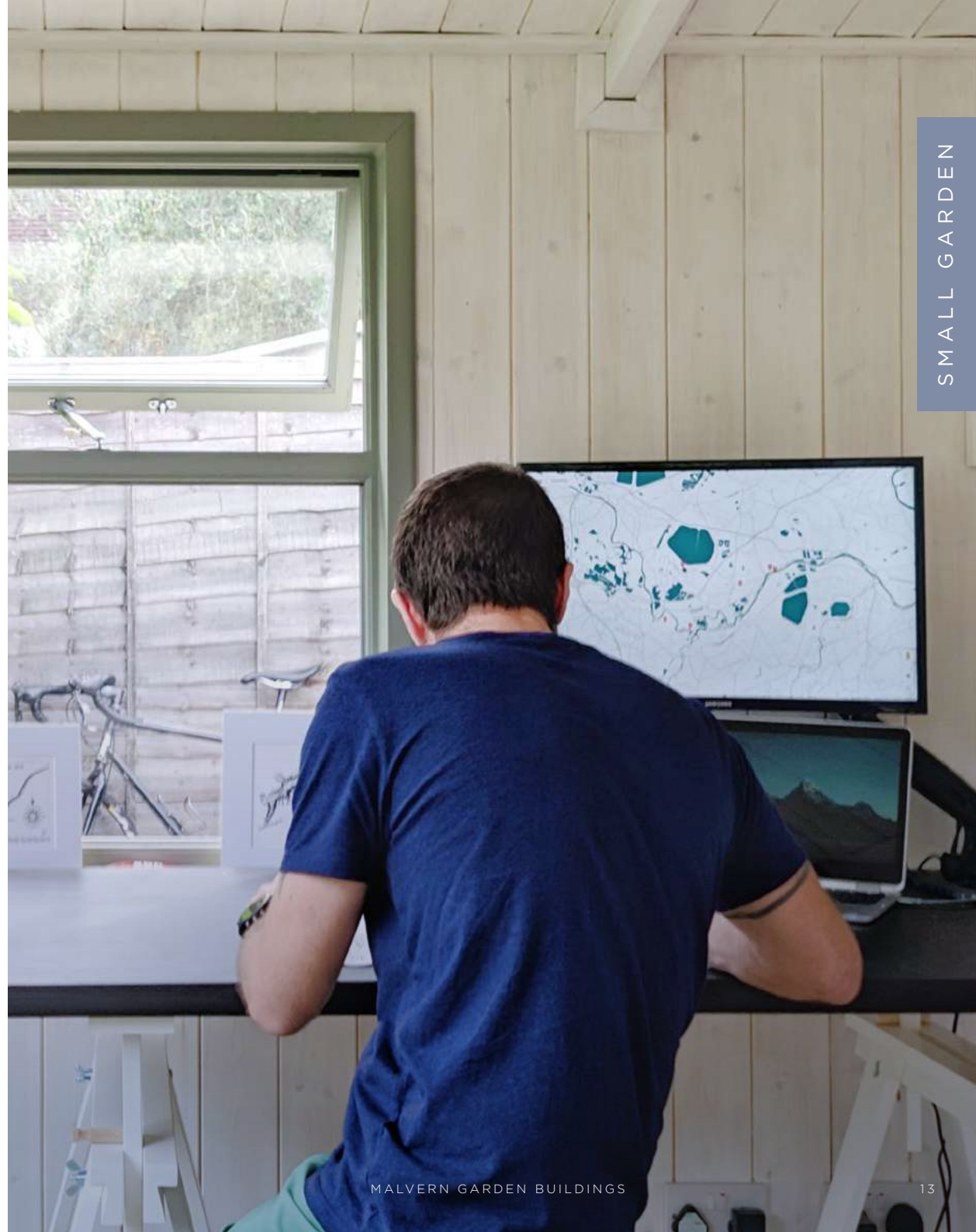


EXTENSION  
ALTERNATIVE

P.74



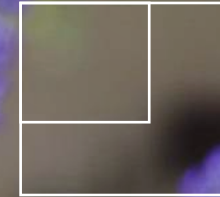
**BY 2028, 73% OF  
ALL DEPARTMENTS  
WILL HAVE REMOTE  
WORKERS.**



# GARDEN OFFICE *for a* SMALL GARDEN

It took a pandemic to make us realise work is what we DO not where we GO.

For far too long flexible working was about deciding to work from home on a Friday. Work tech evangelist, Dave Coplin says, "From now on it should be about employees being empowered to work from the most appropriate locations and only go into the office when [they] absolutely need to."





THINK BIG

*start small*

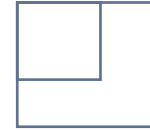


The Studio Apex is the ideal entry level shed office to enable you to take control of your working life.

In making the leap to long-term, full-time or part-time home-working this garden studio offers true flexibility. Unleash your productivity in a size to suit you and the nature of your work.

The smallest studio available is 8' wide x 6' deep (2.44m x 1.83m) to fit snugly into a small garden while putting distance between work and home life.

THE  
STUDIO  
APEX



SMALL GARDEN



# MAKE WORKING FROM HOME A PERMANENT OPTION

No more fighting over the plum corner office or coveted window seat, the **Studio Apex** has glass to ground double doors and wrap-around double-glazed windows bathing the interior in natural light.



THE  
STUDIO  
APEX



The apex roof provides more headroom giving you the option to use the building as a workshop.

Whether you're looking for more headspace to make video calls uninterrupted or work more comfortably on your latest crafting project, the Studio Apex is your 'shoffice' of choice.

## CREATE YOUR PERFECT FOREVER SPACE



# THE CAREER CHANGER



MAKING MAPS IS NOT SOMETHING THAT SCALES WELL IN A BUSY FAMILY HOME, SO A DEDICATED SPACE WAS ESSENTIAL. THE LAST THING A CLIENT WANTS TO FIND ON THEIR ARTWORK IS LAST NIGHT'S DINNER!



Owen

SHEDPRENEUR  
& CARTOGRAPHER



SMALL GARDEN



SMALL GARDEN





LOCATION SHOULD BE A DAILY  
CHOICE, NOT A LIFESTYLE  
COMMITMENT



*Laurel Farrer*

REMOTE WORK  
STRATEGIST



WITH A SIDESHED

# GARDEN OFFICE *with a* SIDE SHED

The 'largest ever work-from-home experiment' was a real opportunity to adopt a more flexible approach to work. We all need to be trusted and enabled to do our best work.

CEO of the Remote Work Association, Laurel Farrer explains, "The 'new normal' isn't necessarily a business world without working in an office, it's just a world where we focus on work instead of the office." It's about a shift in focus from where we're working to celebrating the immense contributions we're making to our companies and industries.



CREATE  
YOUR PERFECT

*forever  
space*

**The Studio Pent offers a space for deep thinking and celebrating creativity. The side shed also makes great bicycle storage for the days you might choose to go into the office.**

We think of working from home as convenient, more picturesque and indulgent but remote working is so much more. If implemented at scale a “distributed workforce” has the power to change our lives, families and our communities.

Imagine a world where one’s professional success isn’t dependent on location. By ditching the commute, you get back the equivalent of 221 hours lost every year. Better still, you can choose who to spend all that extra time with, safe in the knowledge you’re also doing your bit to save the planet.

THE  
STUDIO  
PENT



WITH A SIDESHED



# MAKE WORKING FROM HOME THE BEST OF BOTH WORLDS

The Studio Pent with side shed has a modern look and feel. Full length glazed doors and windows allow you to take advantage of the views of the garden from your desk and optional rear privacy windows maximise the light streaming into the studio.



THE  
STUDIO  
PENT



WITH A SIDESHED

An integral side storage shed can be used to store inventory, office supplies or even be converted into toilet facilities.

With a kaleidoscope of paint options to choose from for the exterior and interior, you can express your style to create an innovative and creative garden office set up.

## CREATE YOUR PERFECT FOREVER SPACE



# THE DESIGN STUDIO

“ I NEVER THOUGHT THAT COMMUTING 12 METRES WOULD MOTIVATE ME SO MUCH, BUT WHAT A DIFFERENCE HAVING A DESIGNATED SPACE TO WORK FROM HOME HAS MADE! ”

*Justin*

INSTAGRAMMER  
@DESIGN\_AT\_NINETEEN  
& INTERIOR DESIGNER

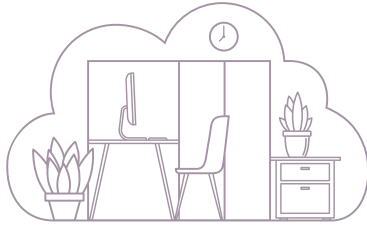


REAL LIFE HOMEWORKER  
forever space  
TESTIMONY



WITH A SIDESHED





“ NOW IS THE TIME TO EMBED  
WELL-BEING INTO EVERY ASPECT OF  
DESIGN AND DELIVERY OF WORK ITSELF



*Erica Volini*

DELOITTE  
CONSULTING LLP



WITH A VERANDA

# GARDEN OFFICE *with a* VERANDA

Companies leading the way in workplace design such as Google and Facebook invested heavily in biophilic elements pre-pandemic.

These tech giants looked to capitalise on research that proves bringing office workers closer to nature fuels productivity and creativity.

If the key to feeling valued and happy at work is to 'green up' the workspace, perhaps the solution lies much closer to home?



WORK SMARTER

remotely

A garden office with a veranda effortlessly reconnects you to the great outdoors. What better way to harness the power of nature in order to restore workplace well-being?

Anna Whitehouse, aka Mother Pukka and flexible work pioneer, compares the traditional office worker's existence with that of a battery chicken – a stress-inducing, rigid routine resulting in 'colleagues' pecking each other in frustration.

Anna advocates, "When you cage people they aren't operating as well as if you allow them to own their own time". For her, the future of work is the choice to be 'free range' and in turn improve outputs.

THE  
STUDIO  
PAVILION



WITH A VERANDA



# MAKE WORKING FROM HOME NATURE-INFUSED

Through the coronavirus crisis we developed a greater appreciation of nature. An office overlooking our beloved garden is a sure-fire way of reducing anxiety in the post-pandemic world.

Smart remote working demands an outdoor building that works and plays hard.



THE  
STUDIO  
PAVILION



WITH A VERANDA

The Studio Pavilion offers three garden buildings in one – a self-contained glazed office, a store and a veranda.

An open deck area beckons you away from the screen to take ‘micro green breaks’ and provides a space for collaborations in the fresh air.

## CREATE YOUR PERFECT FOREVER SPACE

# THE ARTIST'S STUDIO

☞ THIS IS MY SPECIAL SPACE AND I REALLY VALUE THE TIME I SPEND HERE. ☞

*Sal*

BUSY MUM  
& OIL PAINTER

REAL LIFE HOMEWORKER  
*forever space*  
TESTIMONY

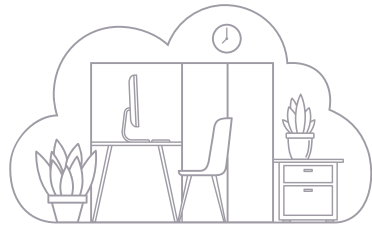
WITH A VERANDA



WITH A VERANDA







“ WORKING FROM HOME IS GOING TO  
BE HERE FOR A LONG TIME...  
WE’RE IN FOR THE LONG HAUL ”

Nicholas Bloom

PROFESSOR OF ECONOMICS  
STANFORD UNIVERSITY



# *the* MODERN OFFICE

Remote working has lost its stigma. We made it work to keep the economy going. The doubters and sceptics have been proved wrong. Working from home is most definitely not 'shirking from home'. The working landscape since coronavirus hit is very different. WFH is the ultimate new workplace perk.

Ready to tell the boss you're in it for the long haul? The next step is to start investing in better equipment and a dedicated home office.



MODERN OFFICE



WORK FROM HOME

here to stay

**Matt Mullenweg, founding developer of Wordpress and champion of distributed working, believes there are five stages of autonomy when working remotely.**

The first is where a job cannot be done unless you are physically there. The second stage is where you recreate the factory model of office work but just do it online. You're able to access information from afar and you've started to adopt Zoom and Microsoft Teams, but your day is full of interruptions and real-time meetings. At the third level you're really starting to benefit from being remote-first. Read on to p.74 to find out stages 4 and 5.

The Hanley is a powerhouse of a garden office where your productivity per minute can soar. A space where you can fine tune your processes and replace those old-fashioned meetings with video calls where real-time notes are made for a better shared understanding and stellar outcomes.

HANLEY  
GARDEN  
OFFICE



# MAKE WORKING FROM HOME A SELF-PROMOTION

The Hanley garden office is available in western red cedar, a natural material well known for its strength and warmth.



HANLEY  
GARDEN  
OFFICE



MODERN OFFICE

Like all garden offices in the Malvern Garden Buildings range, this building is also fully insulated for your comfort through the seasons.

A choice of roof styles – hipped, flat or apex – is just one of the ways you can customise your new workspace to reflect your taste and bring you joy every workday.

## CREATE YOUR PERFECT FOREVER SPACE

REAL LIFE HOMEWORKER  
forever space  
TESTIMONY

# THE GARDEN IDYLL

“OUR ONE BED FLAT IS SMALL AND WAS IN NEED OF A BIG MAKEOVER. OUR GARDEN ROOM GIVES US A TRANQUIL PLACE TO WORK AND FOCUS AWAY FROM THE RENOVATIONS.”

*Emma*

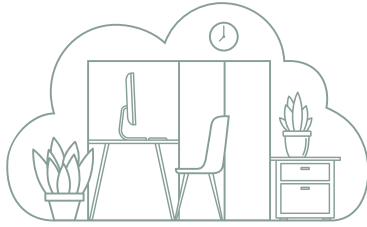
CITY DWELLER  
& HOME RENOVATOR

MODERN OFFICE



MODERN OFFICE





“ TRADITIONAL NOTIONS OF  
MANAGEMENT ARE GREAT IF  
YOU WANT COMPLIANCE.  
BUT IF YOU WANT ENGAGEMENT,  
SELF-DIRECTION WORKS BETTER ”

—  
*Daniel H. Pink*



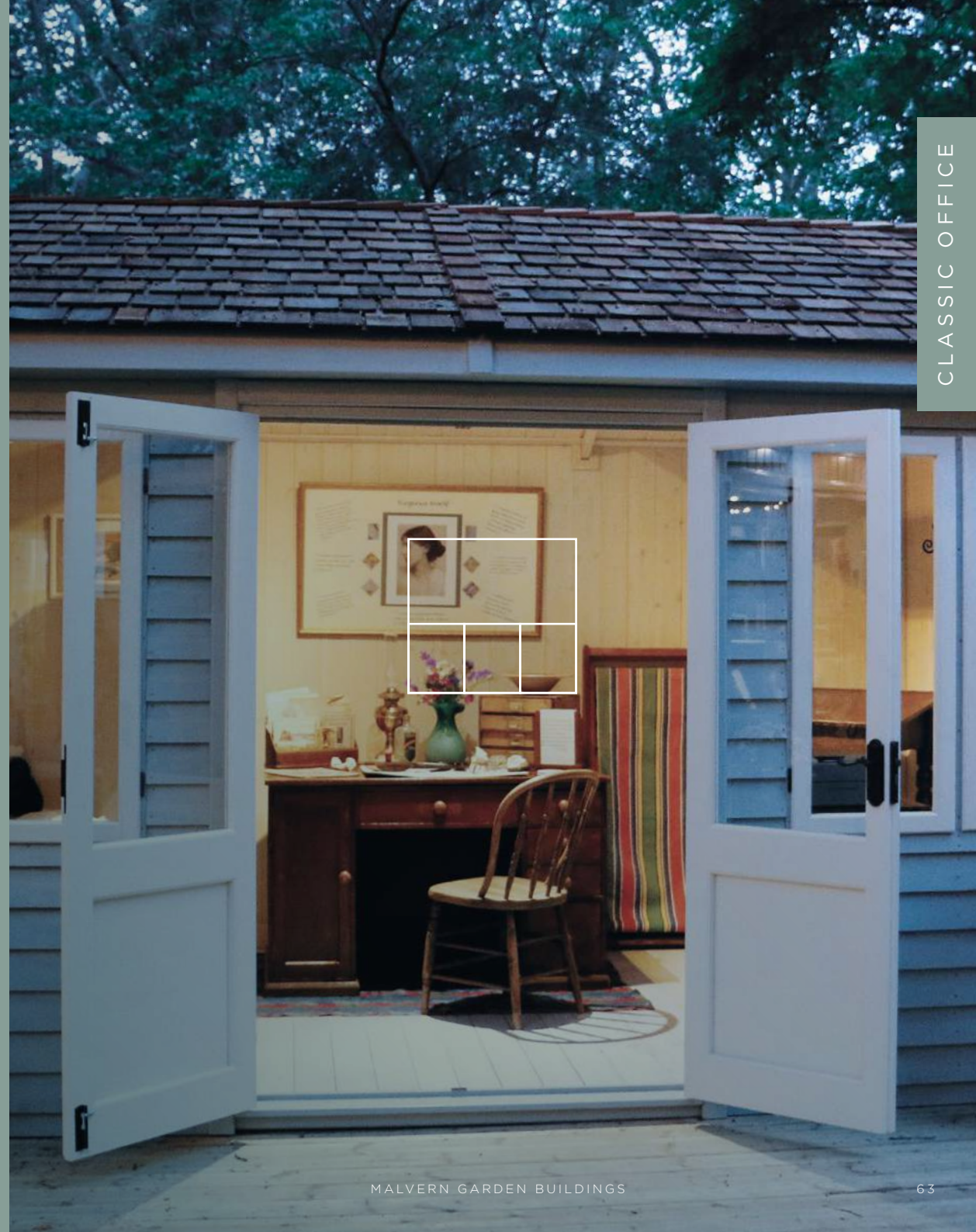
# the CLASSIC OFFICE

The holy grail of going remote is working “asynchronously”.

**You don't need everyone to be in the same building to achieve results.**

Post-Covid, many companies have let employees continue to work from home, whether due to ongoing social distancing concerns or money savings.

However, there's a much bigger opportunity. **By being empowered to make decisions and being judged on the work you produce – not how or when you produce it – means you can excel and you're less likely to quit.**







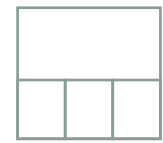
YOUR WORK  
|  
*your way*

The Bloomsbury provides you with a garden office set-up to turn ‘bricks and mortar’ office workers green with envy.

With the benefits of asynchronous working (where work follows the sun 24/7 around the world) you’re now able to tap into the global talent pool.

Your organisation can be truly inclusive because standards are objective, and you are given the agency to accomplish your work your way.

THE  
BLOOMSBURY



CLASSIC OFFICE



# MAKE WORKING FROM HOME WORK FOR YOU

With the classic styling of the Bloomsbury your office setup has all the charms of a country idyll.



THE  
BLOOMSBURY



Modelled on Virginia Woolf's writing lodge but with the mod cons of full insulation and double glazing, this office set up offers a comfortable homeworking environment all year round.

Vintage finds and heirloom antiques give this garden office a classic homely feel paired with the most up to date of work from home practices.

## CREATE YOUR PERFECT FOREVER SPACE



# THE BLOOMSBURY

“ I FEEL SO INTENSELY THE DELIGHTS OF SHUTTING ONESELF UP IN A LITTLE WORLD OF ONE’S OWN... ”

*Virginia Woolf*





CLASSIC OFFICE



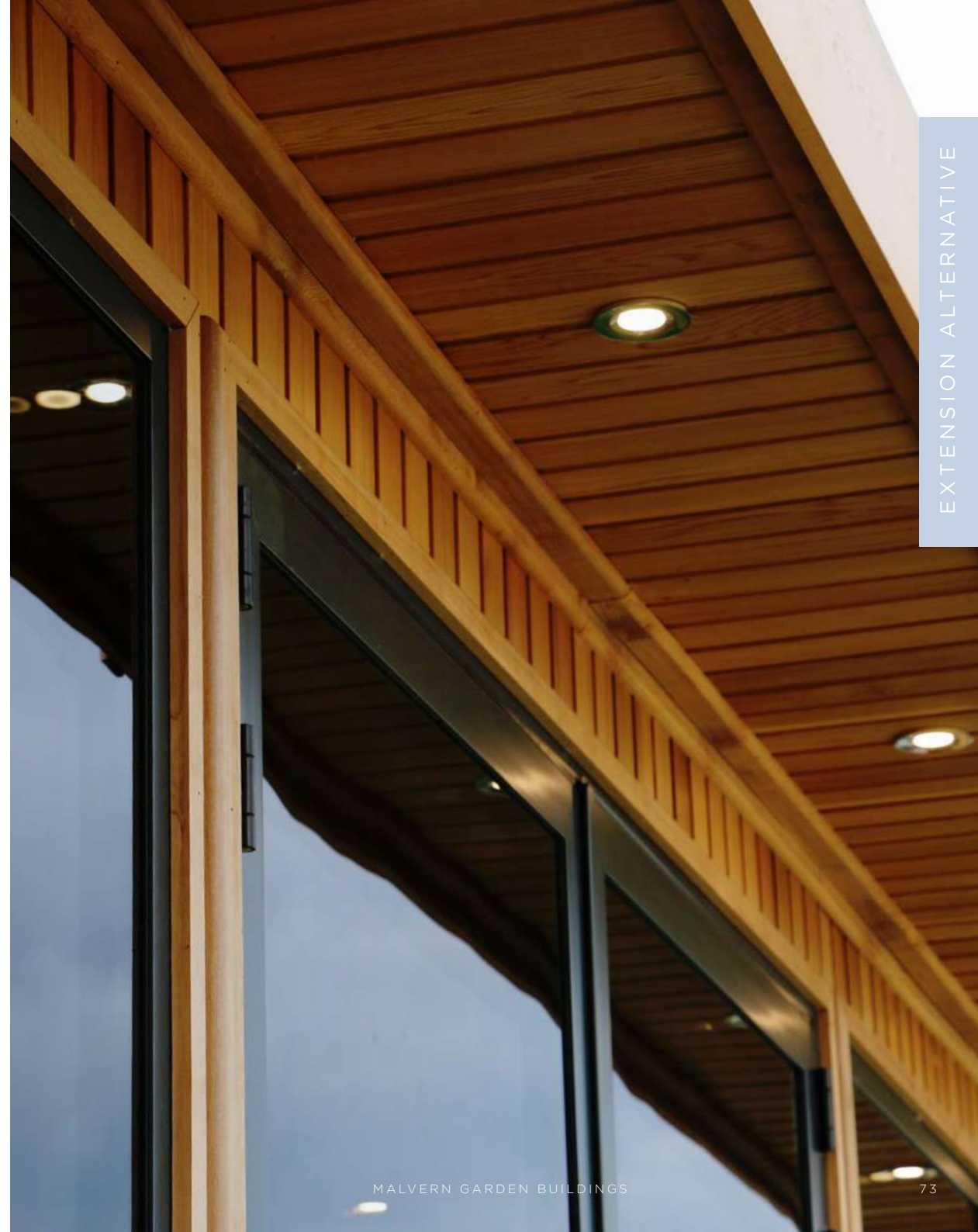


REMOTE IS NOT A CHALLENGE  
TO OVERCOME. IT'S A CLEAR  
BUSINESS ADVANTAGE



*Victor*

PRODUCT MANAGER  
GITLAB



# GARDEN OFFICE

*extension alternative*

Wordpress & Automattic founder, Matt Mullenweg's fourth and fifth stages of remote work autonomy culminate in work from anywhere nirvana! Recap Mullenweg's stages 1-3 on p. 53.

Matt has been heavily influenced by Daniel Pink's book "Drive" which outlines three things that matter in motivating people: mastery, purpose and autonomy. Self-development and the desire to do something that has meaning can easily be achieved in an in-person organisation, but the autonomy of working remotely can never be matched.



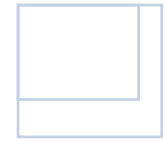


With a bespoke garden office, or 'extension alternative', you not only have complete agency over yourself but your environment too.

Matt Mullenweg urges: "Close your eyes and imagine everything around you in a physical office: the chair you're in, the desk, distance from a window, the smells, the temperature, the music, the flooring, what's in the fridge, the comfort and privacy of the bathrooms, the people (or pets) around you, the lighting.

Now imagine an environment where you can choose and control every one of those to your liking — you're able to shape the environment to fit your personal preferences, not the lowest common denominator of everyone an employer has decided to squish together for 8 hours a day. The micro-interactions of the hundreds of variables of your work environment can charge you and give you creative energy, or make you dependent, infantilised, and a character in someone else's story. Where would you prefer to spend your workday?"

BESPOKE  
GARDEN  
OFFICES



# MAKE WORKING FROM HOME YOUR FUTURE

Design your working day in a garden office you've designed yourself.

Push open the double doors to cool you down as you do push ups between meetings or work from your treadmill desk.

Create rooms within rooms without the inconvenience of building an extension.



BESPOKE  
GARDEN  
OFFICES



Enhance the value of your property with the addition of an outdoor living area designed to your exact specifications.

Enjoy doing better work than an in-person organisation could ever do. Be effortlessly effective, healthier and more creative than you have ever been and have fun.

## CREATE YOUR PERFECT FOREVER SPACE

EXTENSION ALTERNATIVE





REAL LIFE HOMEWORKER  
forever space  
TESTIMONY

# THE GARDEN DESIGNER

“IT’S QUIET AND REMOVED FROM THE HURLY BURLY OF LIFE, SO CLIENTS CAN COME INTO THE OFFICE AND TALK TO ME ABOUT THEIR GARDENS... IT’S A REALLY GREAT PLACE TO WORK!”

*Tom Gadsby*

STRUCTURED GROWTH  
GARDEN DESIGN

MALVERN GARDEN BUILDINGS



# CREATING YOUR OFFICE





# PRACTICAL CONSIDERATIONS

You've reaped the benefits of work from home over the last few years and you're looking to make it a more permanent arrangement.

**Here's our practical step-by-step guide to working from home forever:**

## 1 DECIDE ON A BUDGET

As soon as you start to plan your garden office project, we strongly suggest you set a budget. This will help guide your search and help us to advise you on features and sizes to maximise your budget.

Bear in mind your budget will need to cover preparing and laying your choice of base and getting your garden office connected to the electrics. You may also need to allow for any planning permission and building regulation fees.

It's worth talking to your accountant to see if the cost of your garden office can be offset against tax and (if VAT registered) whether you're able to reclaim the VAT on the purchase price.

## 2 VISIT A SHOWSITE

Experience in-person our diverse range of garden buildings at one of our UK-wide showsites. We have a large selection of buildings for you to explore ranging in price from £500 to £50,000.

Speak to our expert team – who are themselves year-round garden office workers – and be inspired by the displays dressed for different uses.

Malvern Garden Buildings exclusively supply the garden studios for the plateau at the RHS Chelsea Flower Show. Over the years these garden retreats have played host to a wealth of artistic talent such as Orla Kiely, Nikki Tibbles, Cath Kidston, Wayne Hemingway, Rob Ryan and the list goes on.

We know from experience not all work from home is desk-bound, so our team has particular expertise in helping you to find a workspace where your creativity can flourish.

## 3 DECIDE WHERE TO SITE YOUR NEW GARDEN WORKSPACE

While at a showsite we can help you decide on the best place to site your garden building, positioning of doors and windows, colour and finish options. We will guide you through the process to a hassle-free installation and, if necessary, conduct a free site survey if there are any tricky access requirements. We can also share with you a computer-generated image or full technical drawings of the proposed design for your garden office along with your quote.

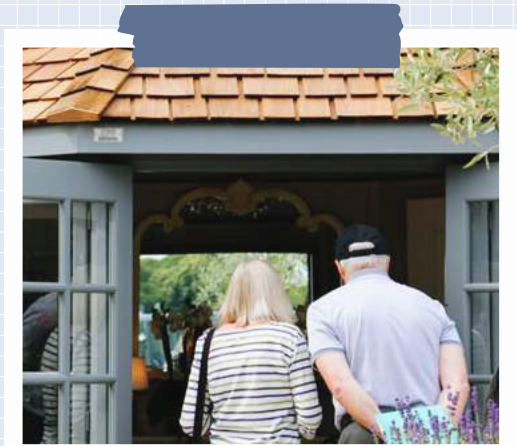
## 4 CHECK TO SEE IF YOU REQUIRE PLANNING PERMISSION

Before placing your order, check to see if you need to apply for Planning Permission. This will depend on where you live, what building you plan to install and how you intend to use the building. In most cases, a garden office or studio falls under 'Permitted Development' rules. Please see p.92 for further information.

## 5 FINALISE THE FINISH AND DESIGN OF YOUR BUILDING

Malvern Garden Buildings are made to order in Britain. The possibilities are endless when it comes to finalising your design.

You can even incorporate rooms within rooms to create kitchen and bathroom facilities. Or you can add head height, more windows, more doors and choose from an extensive range of interior and exterior colours.



# PRACTICAL CONSIDERATIONS CONTINUED...

## 6 PREPARE A FIRM FOUNDATION

A level solid base is required for your garden building. You can opt for a spirit level-straight concrete or timber decking as a base on which to install your building.

For larger, bespoke garden offices we recommend you consider a dry base foundation system. This is an eco-friendlier alternative to installing a concrete foundation for your garden building to sit on.

The system consists of a 75mm galvanised steel base fitted to an adjustable jacking system which is then topped with an anthracite pre coated metal base to ground-end closure, providing an ideal solid base for garden offices, studios and rooms.

Installed with minimum disruption in usually less than half a day, your base can be prepared in next to no time, ready to receive installation of your new garden building.

The base can also be fully retracted, ensuring minimal damage to the ground should relocation be needed.

This system can be installed from as little as £1,494 for a 10' x 8' foundation. We do tend to recommend this system for our larger buildings, as it is more cost effective when the surface area is bigger.

The system can be installed on top of patios, decking and straight into the ground.

All base work is the responsibility of the customer. Should you require advice regarding your base, please contact your nearest showsite for general advice or details of recommended contractors in your area.

## 7 INSTALLATION DAY AND GETTING YOUR GARDEN BUILDING CONNECTED

Depending on the size and specification of your garden office, installation will be carried out over one or up to a maximum of three days for larger builds.

If you're looking to get your garden office connected to the mains supply, you'll need to engage the services of a qualified electrician to run an armoured cable from the house to the outbuilding. This connection may need a trench to be dug from the garden office to the house. You can save some money by digging the trench yourself, but your electrician will advise. Another consideration is running a data cable alongside the electric cable to ensure a good internet connection.

## 8 GETTING YOUR GARDEN OFFICE ONLINE

Liam from Skybel Communications [www.skybelcommunications.co.uk](http://www.skybelcommunications.co.uk) says "From my experience, getting a good internet connection down in your garden office is a lot easier than most people may think."

He advises using powerline adaptors; these devices pass data through the power mains in your property's electrical circuit, however the speeds will never be as good as a dedicated data cable which is plugged directly into your router and then run along to your garden office.

Running a data cable from the router into your garden office can be tricky depending on the location of your router and how easy it is to get a cable to its location.

Once you've managed to connect your data cable to your router you need to find a safe way of running the cable to your garden office, trying to keep it out of sight so it looks tidy and professional.

Direct burial of the cable definitely makes the job look better as you can't see the cable but can come at some effort. Take the same route as the power cable, whether that be buried or tacked along the fence line. When using a direct data cable connection, you are guaranteeing the fastest-possible speeds promised by your internet service provider.

In terms of speeds, according to Liam anything above 10 Mbps download speed is a workable signal. That being said, if your Internet Service Provider (ISP) has promised 30+ Mbps you will

get that speed with a cable. You are looking at a lot less with the powerline adaptors.

There is also another option known as 'point to point', which uses radios to transmit the signal from your home to your cabin, so no cable is needed to go through the garden. The speeds will be close to those promised but still not as good as a cabled connection.

For a standard install on a cabin which includes: one data port hard cabled back to the customer's router, one router which is configured so the customer doesn't have to switch WiFi when transitioning from their home to their office, generally you're looking at around £250, plus an extra £80 for additional data ports.

For the garden WiFi, Skybel Communications charge again around £250 which includes an external access point which is also cabled back to the router.

## 9 CONSIDER INSURANCE COVER FOR YOUR GARDEN WORKSPACE

Check to see if your garden building and its contents are insured under your home building and contents insurance. If you'd prefer to take out separate cover there are some companies who offer specialist policies for timber framed or flat roof outdoor rooms, for example, Henshalls, Hiscox or NFU Mutual.

# PLANNING PERMISSION

With the luxury of more time to plan than we had in advance of the original work-from-home mandate, one of your first tasks should be to check if you need planning permission for your new garden office.

**In most cases, your garden office or studio can be built under 'Permitted Development' rights and does not need planning permission.**

The Planning Portal [www.planningportal.co.uk](http://www.planningportal.co.uk) is a source of information but see below for a rough guide:

- If you wish to put your garden building in your front garden, you will need planning permission.
- To fall within Permitted Development outbuildings will need to be single storey with a maximum eave height of 2.5 metres.
- A garden building with an apex roof must be no taller than 4 metres at the ridge.
- A single pitch roof should be no taller than 3 metres at the ridge.
- If you want to place your garden office within 2 metres of any boundary it can be no taller than 2.5 metres high and will have to have a flat roof.
- No more than half the area of land around the "original house" can be covered by additions or other buildings to be Permitted Development.

- You may already have additions to your house like conservatories, sheds and greenhouses. These buildings combined with the garden office should not cover more than 50% of your garden.
- Verandas, balconies and raised platforms are not Permitted Development.
- A raised platform is any platform with a height greater than 0.3 metres.
- Buildings between 15 square metres and 30 square metres don't need to comply with building regulations if they are positioned at least one metre from any boundary and are not used for sleeping accommodation.
- All electrics and bathrooms requiring connections to waste water drainage must comply with building regulations.
- The building should be 'incidental' to the enjoyment of your house. For example, using the garden building as a home office is incidental but as a beauty clinic with customers coming and going isn't.

The definition of 'incidental' varies from planning department to planning department. So, if you plan to work from your garden building on a daily basis, it's worth talking to your local Planning Department.

For added peace of mind you can make a pre-planning application or apply for a Certificate of Lawfulness (which comes in useful if and when you move to a new house) to ensure your building falls within Permitted Development.

If your property is listed you will need to apply for planning permission to build a garden office but don't let this deter you. If you are located within a Conservation Area, an Area of Outstanding Natural Beauty or a National Park, other restrictions apply and permitted development rights may also have been removed from your property.

Talk to your neighbours about your plans as this will help reduce obstacles during the planning process. You can make the application yourself or you can enlist the services of a firm of independent town planning consultants like Bell Cornwell [www.bell-cornwell.co.uk](http://www.bell-cornwell.co.uk) who cover the south of England and can tailor their advice to your needs.



**\*All information correct at time of publication. Please check with your local authority.**

# DESIGN YOUR WORK-FROM-HOME DAY

To make a smooth transition from an emergency remote work plan to permanent home-working, we've put together 5 ideas to help you thrive...

## 1 DESIGN A JOURNEY TO WORK

**Physically and psychologically preparing for your working day is essential to achieving a healthy work/life balance.**

Try eating your breakfast in your jeans and then get changed for work. Make exercise your new commute. Go out for a long walk either side of your work-from-home day.

In Maastricht's Piazza Ceramique work home development each office-apartment has two front doors. This enables residents to make the distinction between home and work by coming out of one door and going to work through another.

A garden building solely devoted to work gives you this same sense of spatial separation. However, if your outdoor room doubles as an off-duty summerhouse, you could roll out a rug and change the lighting to alter the feel of the space to ease yourself into a work mindset.

## 2 FIND A SUBSTITUTE FOR A WATER COOLER CHAT

**As well as all the benefits of working from home there are challenges to face with remote working. For example, it's wise to devise ways to tackle any feelings of isolation or loneliness.**

Websites like [remoteworkmates.com](https://remoteworkmates.com) make up for the lack of casual conversations you'd be having in the office. Or suggest to your team you have a virtual happy hour.

## 3 ELIMINATE TIME WASTING MEETINGS

**Ask yourself, is the meeting really needed? Or could you get the same results through Microsoft Teams or Slack?**

Only invite necessary people. You can send a recap out afterwards, so the wider team are kept in the loop. Keep it short.

To avoid attendees just showing up and thinking out loud, have an agenda so everyone comes prepared and knows what needs to be accomplished. In fact, suggest they come to the meeting with an idea, view, or stance on the next steps to solve a problem.

## 4 BUILD YOUR REMOTE WORK TOOLKIT

**We're all now pretty familiar with telephone conferencing and tools such as Microsoft Teams, Zoom and Skype but how can we up our remote work game? What other time saving, work hack tools can we add to our arsenal?**

[krisp.ai](https://krisp.ai) is a fantastic tool to eliminate background noise e.g. barking dogs, washing machine etc from video calls.

If you need to find out the opinion of your team but don't want to interrupt their work flow, why not send a poll through [doodle.com](https://doodle.com) or [polly.ai](https://polly.ai).

## 5 LEAVE LOUDLY

**There's absolutely no shame in having a life outside of work! Own leaving and do it loudly then put your out of office on in order to set boundaries.**

Taking time to decompress at the end of the day is vital to avoiding burn out. Simply switching off your computer at the end of your day can help you feel like you've 'left' work.



# 5 REASONS TO CHOOSE MALVERN GARDEN BUILDINGS



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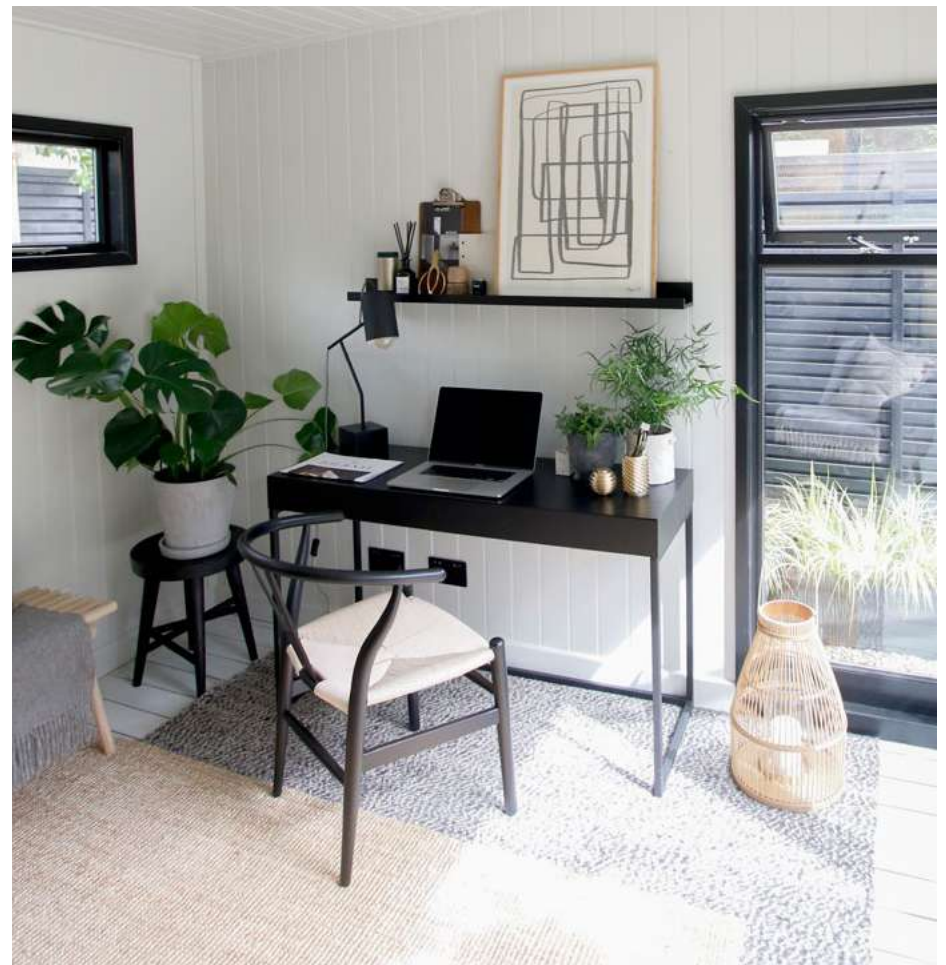
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