

Nambooze Angella,
P.O.Box.....,
Nairobi Kenya,
1st April 2021.
Email:angellasimbwa@gmail.com

To Muthoni,
P.O.Box.....
Nyeri County.

Dear Muthoni,

I hope you're well and you are staying safe during this pandemic. Well I know that this is a whole new thing to you of working remotely. But I want to let you know and the same time give you advice. First and foremost, expect **challenges** and among these include procrastination, unstable internet, distraction by friends and other things that really take your attention, Laptop hanging, electricity might go off sometimes when you're presenting and so many others.

But of course there are solutions to all these challenges that can enable you to work effectively.

You need to make sure that you come up with a timetable or a schedule for the tasks you need to accomplish on particular days. You need to get a quiet place where there are no distractions and also love your job by making your boss proud. In that case you have to be a person who always does her assignment on time. Before attending the meeting, you make sure that your internet connection is stable to avoid inconveniences. You have to look good during the meeting despite the fact that it's virtual. Okay Muthoni please put these in mind before you start working. Wish you all the best.

Sincerely,
Angella Nambooze