Calendar and add notes to a calendar to remember block some personal time

Accountability

Constant communication

Incidence response protocol if something goes wrong in production.

Use Microsoft Teams Skype for Business when in super slow internet regions.

Messages should be descriptive as possible prefer chat based systems as compared to sms.

Plan your day list all the tasks then come up with a design doc for whatever you're doing.

Send a calendar invite for any meetings.

Read all messages updates every morning from slack or email and spend at least 30 minutes planning.

Have time blocks for whatever you're doing and follow your timelines religiously.

Lock yourself in a room and prepare as if you're going to work.

Open-minded enough to learn to unlearn and learn new things.

Schedule leaves oftenly spread across your leave days.

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Learn from start to finish I.e. an article read to conclusion.

Get involved and participate in opensource projects.

Write well and speak to be understood.

Measure daily accomplishments.

Dropbox paper - amazing for creating design docs and specification requirements.

Estimate tasks of features in terms of complexity.