

TIPS & TRICKS for  
WORKING  
REMOTE...

Covid & Beyond

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# Overview



What to Do / What Not to Do



Leading Teams Remotely



Employee Engagement Ideas

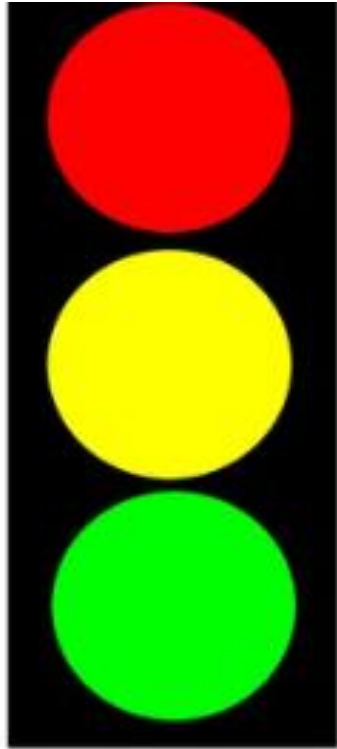


Techniques & Tools for Teleworking



# What TO Do

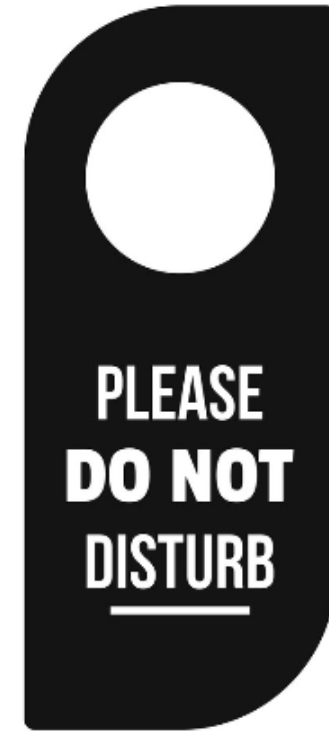
- At the end of your workweek, plan out your schedule for the following week.
- Consider a “Calendar Blocking” method (Time Blocking).
- Dress for your day. Gets you in the work zone.
- Stick to your schedule/routine. Adjust as necessary throughout the day.
- For working parents with children you’re now homeschooling, you may consider a “split shift” if your work allows (i.e. – 5 am – 9 am and again from 3-7 pm).



**Red Light** =  
Silent work time.  
No talking


**Yellow Light** =  
Quiet/whisper  
talk during work  
time

**Green Light** =  
Normal talk  
during work time



## What TO Do

- If you have a family/roommate(s) – consider having an indicator on your door or workspace to identify you'd prefer not to be interrupted.
- Also, remember the occasional interruption by a pet or kiddo shows we're human and is not the end of the world! Remember the BBC news episode? 😊



**WORKING:**  
9:00-9:10, 9:45-10:00,  
10:20-10:35, 12:30-2:00,  
2:15-2:16, 3:30-3:37,  
4:28-4:39, 5:05-5:12,  
7:39-8:00, 9:53-10:24

# Productivity Tips

Studies show that the average person can go 40 to 120 minutes in flow states doing office work, but the average is 54 minutes, so 50 is a good rule of thumb.

Consider the 50/10 rule.  
This rule gives you 50 minutes of focused time, followed by a 10-minute break. Most of us can't stay focused for hours on end.

Or, the Pomodoro Technique, which gives you 25 minutes of focused time and a 5-minute break after each concentrated burst.



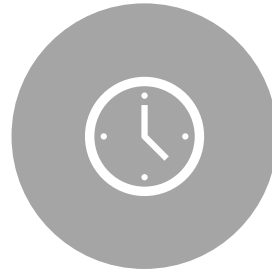
## What TO Do

- Take breaks (schedule breaks in your calendar) – go on a walk, exercise, read a book, call a friend.
- Schedule virtual coffee talks or happy hours.
- Use technology to connect: Slack, Teams, Yammer, etc.
- Text/pick up the phone to clarify emails (avoid misinterpretation).

# What NOT To Do



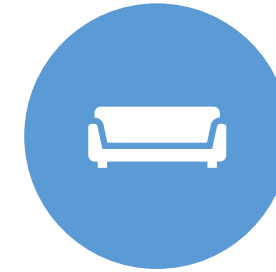
STAY IN YOUR PAJAMAS ALL DAY.



BE RIGID WITH YOUR SCHEDULE – FLEXIBILITY (AS LONG AS YOUR COMPANY ALLOWS) IS A HUGE BENEFIT OF THIS TIME YOU NOW HAVE TO WORK REMOTELY.



SCHEDULE CONFERENCE CALLS AT THE SAME TIME YOUR ROOMMATE/PARTNER IS ALSO GOING TO BE ON A CALL. THIS ISN'T ALWAYS POSSIBLE, BUT IT'S IDEAL TO NOT BE ON CALLS AT THE SAME TIME.



SIT AT YOUR DESK ALL DAY. GET UP, MOVE, DRINK YOUR WATER, TAKE YOUR DOG ON A WALK, ETC.



# What NOT To Do



DON'T SCHEDULE MEETINGS  
THAT SHOULD TAKE 30 MINUTES  
FOR 1 HOUR. YOUR MEETING  
WILL EXPAND TO FIT THE  
CONTAINER THAT YOU GIVE IT.



THE MORE TIME YOU  
HAVE, THE LONGER YOU  
WILL TAKE TO  
COMPLETE THE TASK.

# Leading Teams Remotely

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- Overcommunicate!
- Check in on each of your employees (How are you doing? What is working/what's not?)
- Weekly team meetings
- Avoid micromanaging or trying to figure out if someone is working or not
- TRUST



# Employee Engagement Ideas

- Have lunch together remotely
- Celebrate birthdays/anniversaries remotely
- Have a “Spirit Week” and create opportunities for FUN and laughter!
- Give lots of grace – we’re all trying to figure this out and so many emotions going on – hour by hour



# Techniques & Tools Leading Teams Remotely



Set ground rules for team meetings.



Don't go straight to business. Create the water cooler conversation for the first 10 minutes. How are things going? Invite everyone to share.



Create an agenda; try and stick to it and not veer all over the place.



Start and end the meeting on time and your people will trust you.



Ask employees to turn off devices when meeting begins, set their video to mute unless they're speaking, etc.

# Techniques & Tools for Leading Teams Remotely

01

Ask employees not to multi-task while on a team call – be paying attention to the meeting and the speaker.

02

Invite every team member to participate. Make sure everyone understands they're welcome to share/contribute.

03

Consider recording the conversation for anyone who misses the call.

# Contact Me

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