

REMOTE WORKING TIPS FOR EMPLOYEES

IN RELATION TO THE CORONA VIRUS OUTBREAK



Work is not a place you go. It is something you do!

Flexible working arrangements can add great value to the lives of employees and to the Organization.

Find below some tips on how to best manage your time and productivity while working remotely.



ENHANCING TRUST AND ACCOUNTABILITY

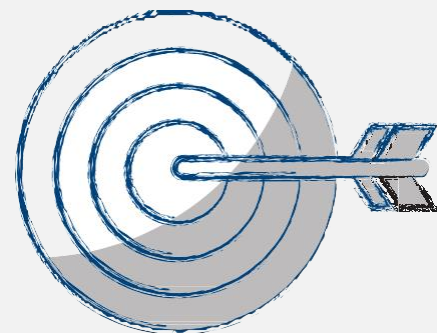
Be responsive when someone asks you a question via Skype, teams or email. If you cannot answer right away, let them know you'll be back to them soon.

- Set up catch-up calls with your colleagues and ask your supervisors and team members "Is there anything you need from me?"



HELPING YOURSELF MAINTAIN FOCUS

- Designate a particular area of your home to be your work area. When it is time to "leave work," leave your work materials there
- Understand your regular **"work rhythms"** by scheduling more complex tasks for when you are most alert
- Request clarification on your own tasks and responsibilities
- Follow best practices in documentation and communication so you remain focused on your tasks and accountable to others



LEVERAGING TECHNOLOGY

- Use teams to ask brief questions or clarifications instead of emails to prevent email overload
- Become familiar with virtual collaboration tools such as Teams.
- Consider the right type of app for the right type of task when collaborating online (e.g: Skype for business, teams, Yammer)
- Ensure that you have the necessary IT tools to perform your role. Seek help if you are not connected to the IT platform.



REMAINING VISIBLE



- Leverage Skype for Business status to remain visible during work hours and/or via calls when needed
- Set up regular checkpoints with your teammates and supervisor so you can update others on your current tasks and progress
- If bandwidth allows, leverage video calls instead of phone to remain engaged during meetings
- At the end of the day, inform relevant stakeholders what you have accomplished and provide timelines

WELL-BEING

- Start work on time and finish on time by creating clear boundaries between work and life!
- Set up alarms to remind yourself to take breaks. Don't fall for the trap of being 'overproductive' just because you have less distractions
- Be mindful of your workspace, audio setup, comfort level of your chair and desk, which can affect your posture and productivity
- You may choose to wear work clothes or work shoes to trigger your brain to differentiate between work time and home time

