GLI COVID-19 HELP

BEST PRACTICES FOR REMOTE WORKERS
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On and Off Remote Working
// Roughly a decade
"If the first thing you do each morning is to eat a live frog, you can go through the day with the satisfaction of knowing that that is probably the worst thing that is going to happen to you all day long."

- Mark Twain
Meeting Etiquette

“Be sincere, Be brief, Be seated.”
— Franklin Delano Roosevelt
Meeting Etiquette

**Be Ready**
- If possible, get into the virtual meeting a few minutes early
- Prepare your tools, make sure your mic works, camera is setup, speakers work
- Have a plan for the day. Create a To-Do list and stick to it. Be honest with the list

**Know Your Tools**
- When you're not talking it's a best practice to go on mute – but unmute yourself when you're talking
- On phone, mute computer. On computer, mute phone – avoid the echo – major distraction to all
- When joining a meeting go on mute as you arrive to avoid distractions – you don't go meeting talking

**Stay Focused**
- Use the time wisely - take advantage of the meeting and be present
- Don't let your eyes wonder. Concentrate on the speaker and content shared
- Use Video when you can, provide visual cues for the speaker and attendees
Communication

“Communication works for those who work at it.”
— John Powell
Be Intentional

When possible, avoid small talk when trying to ask for help or giving direction

Be succinct and considerate of others' time. Don't say Hello in chat – get to the point

Helping others is a known mood-booster. Reach out to a teammate or colleague to check in

Engage

Plan a regularly scheduled face-to-face meetings with the team. Keep it brief – standups

Use multiple channels to communicate and find your team's golden hour

Make a point to actively engage in conversation if with people you wouldn't normally in an office space

Be Genuine

Over communicate while working remote even if different mediums are used

Be kind, be compassionate, and understand everyone communicates differently

Let the same personality that you have in the office be reflected when working remotely
Evolving Habits

“Forget inspiration. Habit is more dependable. Habit will sustain you whether you’re inspired or not.”
– Octavia Butler
Evolving Habits

Commute to Work

Are we tried of this one yet? Continue to evolve your daily habits and it all starts in the morning

Listen to music before you get started. Podcast, or quiet time will help you hit the ground running

Get up, take a walk around the block and try to replicate your at-work routines

Decrease Email

Don’t say Hello – get to the point, save time and respect the volume we all receive

If it’s quick and conversational use something like Teams, Slack, or an approved tool

Use the tools that you have access to. Don’t go rogue though.

Plan

Work in sprints. Practice working for 15 mins, take a few mins off. Set Office hours

Create a to-do list, create a to-don’t and stick to it. Planning is the best thing you can do

Set Do not Disturb hours, create a process and stick to it. Have a deliberate plan

Date | April 2020
Mental Health

“Your present circumstances don’t determine where you can go; they merely determine where you start”
— Nido Qubein
Mental Health

Stick To Routine

Mark items off your to-do list – cheat code: add mealtimes to your to-do

Evolve your routine, if it's not working, change it and find something that does work

We have heard this time and time again, but it's super important to have a routine

Plan

Plan to be interrupted and take it in stride. It's not always easy but be clear with expectations.

Take breaks, set aside time to get outside and take some time off

We are back to planning again, but like everything else. Planning is key to mental health

Find Time

Find Alone Time. Find Time To Exercise. Find Time to Journal. Change the scenery

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Q and A