

GLI COVID-19 HELP

BEST PRACTICES FOR  
REMOTE WORKERS

**[GLI]** GREATER LOUISVILLE INC.  
The Metro Chamber of Commerce

**HMB**

01 **Meeting Etiquette**

02 **Communication**

03 **Evolving Habits**

04 **Mental Health**





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@TreyPoint

// Active in the Community



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

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“Be sincere, Be brief, Be seated.”

— Franklin Delano Roosevelt



## 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 its a best practice to go on mute – but unmute yourself when youre talking

On phone, mute computer. On computer, mute phone – *avoid the echo – major distration to all*

When joining a meeting go on mute as you arrive to avoid distractions – you dont go meeting talking

## Stay Focused

Use the time wisely - take advantage of the meeting and be present

Dont 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

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“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 teams 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

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“Forget inspiration. Habit is more dependable. Habit will sustain you whether you’re inspired or not.”

– Octavia Butler



## 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 its quick and conversational use something like Teams, Slack, or an approved tool

Use the tools that you have access to. Don't go rouge 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 Distrub hours, create a process and stick to it. Have a delibreate plan

# Mental Health

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“Your present circumstances don’t determine where you can go; they merely determine where you start”

— Nido Qubein



## Stick To Routine

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

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

We have heard this time and time again, but its 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

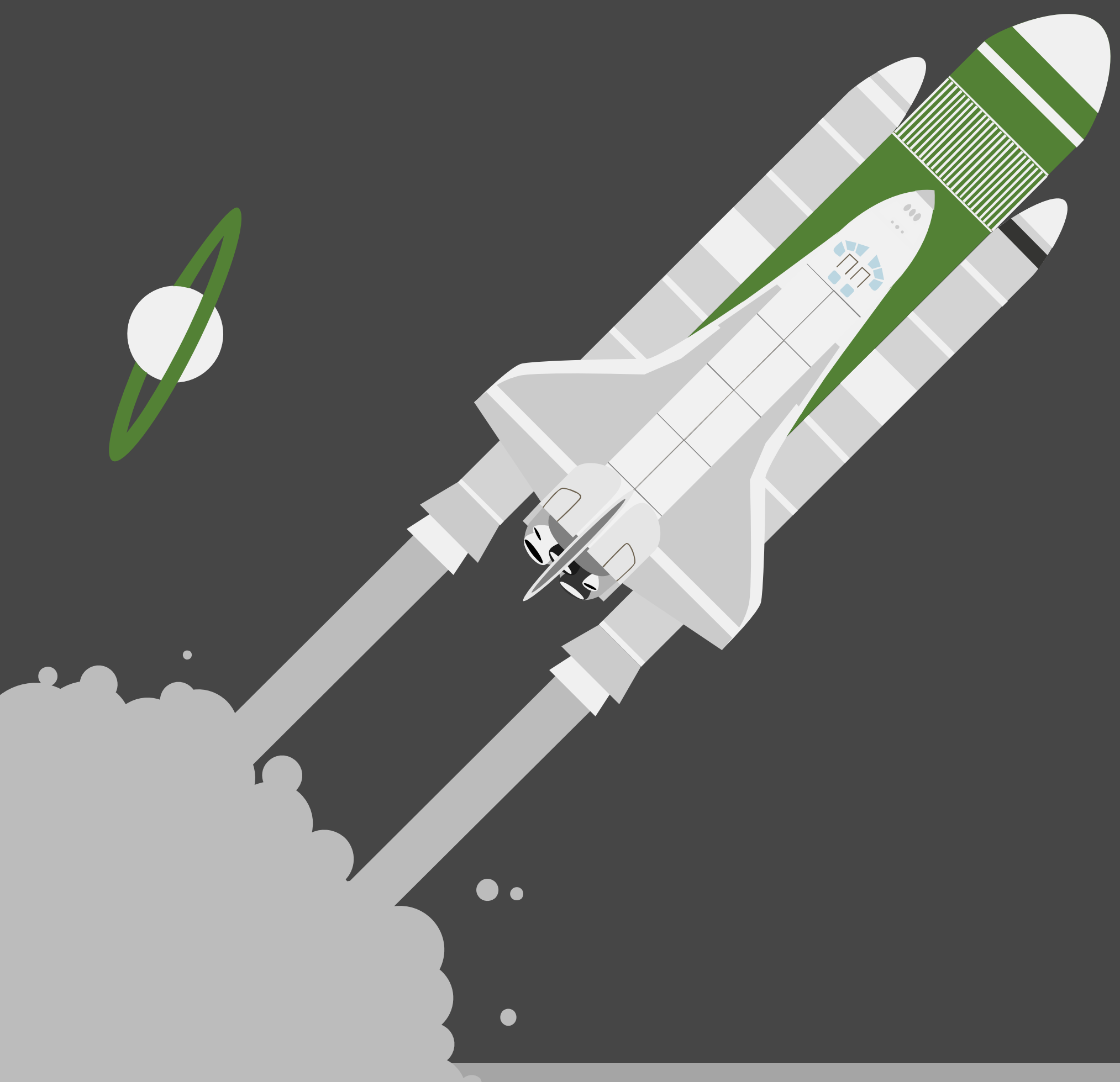
We are back to planning again, but like everything else. Planning is key to mental health

## Find Time

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

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## Q and A