Staying Connected While Working Remotely

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Learning Objectives

• To highlight the changes with the work environment since pandemic
• Identify why it is important but challenging to develop and sustain a cohesive/effective team when working remotely
• Strategies to develop and maintain a cohesive, effective, and efficient remote team

The world of work has changed due to COVID-19

Why Work?

• Meet different people and expand one’s social networks
• Learn how to work with different people from various cultures, personalities
• Enhance and expand existing skills
• Learn new skills
• Increase one’s experience
• Contribute to something bigger than ourselves
• Improve our quality of life
• Shape your personal character
• Improve your emotional wellness
• Create structure for our life

Virtual Work Increases Employee Productivity

Harvard Business Review
Stanford Study
Gallop Poll

Remote Workers...

• reported higher job satisfaction, and employee attrition decreases
• demonstrated a productivity boost because they eliminated distractions like commuting into the office, changing their work hours to fit their schedules, and worrying about being late
• found it easier to concentrate at home
• save money because they eliminate transportation cost and reduce wear and tear on their vehicles
• have more free time once their commutes were eliminated
• took fewer sick days, less time off, and shorter breaks
Challenges of Working Remotely

- Lack of face-to-face supervision
- Lack of access to information
- Social interacting
- Distractions at home
- Remembering to take regular breaks

Source: https://hbr.org/2020/03/a-guide-to-managing-your-newly-remote-workers

Strategies to Get the Most Out of the Virtual Work Experience

It takes two to tango!

- Be a role model
- Find other ways of making the workspace human
- Establish “rules of engagement”

MANAGER

- Use remote platforms like Zoom and have team members switch to video for more interactive conversations, and using the telephone to catch up
- Find ways to help your team keep connected to the company’s mission and vision
  - Provide frequent updates regarding what is happening within the company
- Have CHECK-IN (check-up) meetings at 9 a.m. and 4 p.m.
- Provide proper tools (computers, other technology, resources) that is needed to get the work done

EMPLOYEE

- Start your day right - Have breakfast, get dress for work
- Follow a schedule
  - Maintain the same schedule they did when they went into the office
  - Follow a routine will help you to feel more structured, efficient, and focused
- Stay organized
  - Try working in a different place than were you spend your leisure time
  - This helps you separate work and play.
  - No additional space - try to keep your work desk (kitchen table, etc.) organized and tidy
- Keep a to-do list - write down what they wish to accomplish each day

Source: https://blog.trello.com/the-pomodoro-technique-for-better-productivity
• Take breaks - help you to decompress and come back more focused

Pomodoro Technique
✓ Choose a task.
✓ Set alarm to go off in 25 minutes
✓ Work on task for 25 minutes.
✓ Take a 5-minute break (this marks the completion of one "Pomodoro" sprint)
✓ Repeat this 3 more times.
✓ After every 4 Pomodoro sprints, take a longer break 15-30 minutes
✓ Continue this throughout the day until your workday is over.

• Stay connected – communicate using various modes of engagement
• Switch off - literally and metaphorically

Source: https://www.businessnewsdaily.com/15239-working-from-home-more-productive.html

“The strength of the team is each individual member. The strength of each member is the team.”
— Phil Jackson

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