



SURVIVAL KIT FOR WORKING REMOTELY



TIP #1: SET UP A DESIGNATED WORKSPACE

“Our research — which is ongoing — suggests that the combination of a well-designed work environment and a well-curated work experience are part of the reason people who cowork demonstrate higher levels of thriving than their office-based counterparts.”

- Harvard Business Review

- > Find a desk, table or room (distraction-free) where you can set up your workstation
- > Try to have a space closed off from the rest of the house (private)
- > Clear your workspace of unwanted clutter (e.g., papers, files, folders, sticky notes)



TIP #2: CONNECT WITH YOUR TEAM DAILY

“People often say motivation doesn’t last. Neither does bathing— that’s why we recommend it daily.”

- Zig Ziglar

- > Communicate, connect and collaborate with your remote work team on a daily basis
- > Leverage online resources to touch base with your team (e.g., Zoom, Microsoft Teams)
- > Use instant messaging tools that are already in place
- > If you manage a team or department:
 - » Coach, lead and manage them on a regular basis
 - » Make yourself available to them with “remote office hours”
 - » Schedule 1-on-1s using video conferencing tools provided by your organization



TIP #3: ESTABLISH A “REMOTE COMMUNITY”

“A group needs only two things to be a tribe: a shared interest and a way to communicate.”

- Seth Godin

- > Find an online “tribe” with whom you can share challenges and success stories



TIP #4: FOCUS ON YOURSELF!

“Don’t cry because it’s over, smile because it happened.”

- Dr. Seuss

- > Take breaks to focus on your physical, mental and emotional well being (e.g., exercise, read, meditate, complete online learning)
- > If you manage others, make sure they are taking time to disengage from work (“re-charge”)
- > Think of creative ways to share information and ideas and take advantage of the situation



TIP #5: GET ORGANIZED

“For every minute spent organizing, an hour is earned.”

- Benjamin Franklin

- > Get caught up on emails, sort folders, clean up your inbox (“spring clean”)
- > Follow up with people in your network

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