

HOME SWEET HOME: WORKING REMOTELY & MAKING IT WORK!

MICHELE LUC

ACT FOR YOUTH CENTER FOR COMMUNITY ACTION



HOUSEKEEPING

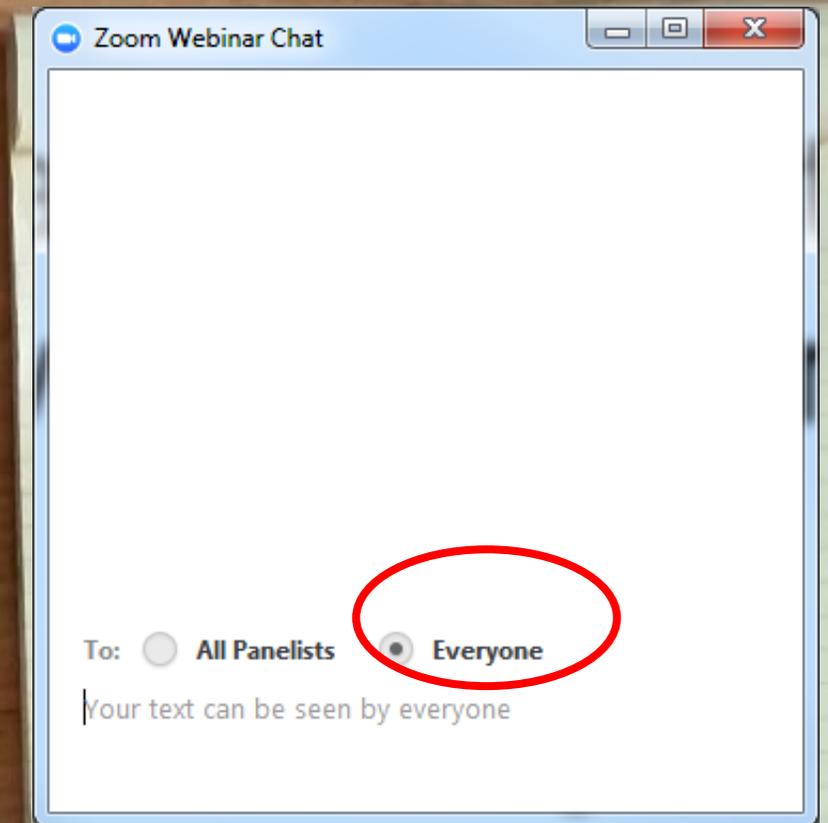


Experiencing delays?
Try closing out the other
programs running on your
Computer, including video



Use the chat function for questions, comments and discussion.

If you'd like to talk to ask a question or make a comment, you must unmute your line by clicking on the microphone icon in the bottom left side of your screen.



The word "AGENDA" is written in a playful, bubbly font where each letter is contained within a colorful speech bubble. The letters are: A (blue), G (orange), E (green), N (pink), D (blue), and A (orange). The speech bubbles have a slight 3D effect with shadows.

AGENDA

- Check-In Poll
- Challenges of Working Remotely
- Myths about Remote Workers
- Tips & Best Practices
- Managing a Team Remotely
- Resources
- Questions

POLL: HOW ARE YOU FEELING ABOUT WORKING REMOTELY?

- 5 - I'm loving this so much, I don't ever want to go back to the office!!!
- 4 – It's fine. I'm used to working from home & I get to work in my PJs!
- 3 - Meh. I could take it or leave.
- 2 - Not good! If I have to get on one more Zoom meeting...
- 1 – HELP! I can't take this anymore. I want to be back in the office/field STAT!

THE PINK ELEPHANT IN THE ROOM

- The **Coronavirus** has impacted every aspect of our lives including work.
- The experience of working remotely is radically different now from how it was just 3 months ago.
- The key is to focus on what we can control.



Chat Time: Please respond in
the chat box

What are some of the
challenges of that you've
experienced working remotely?



CHALLENGES OF WORKING REMOTELY



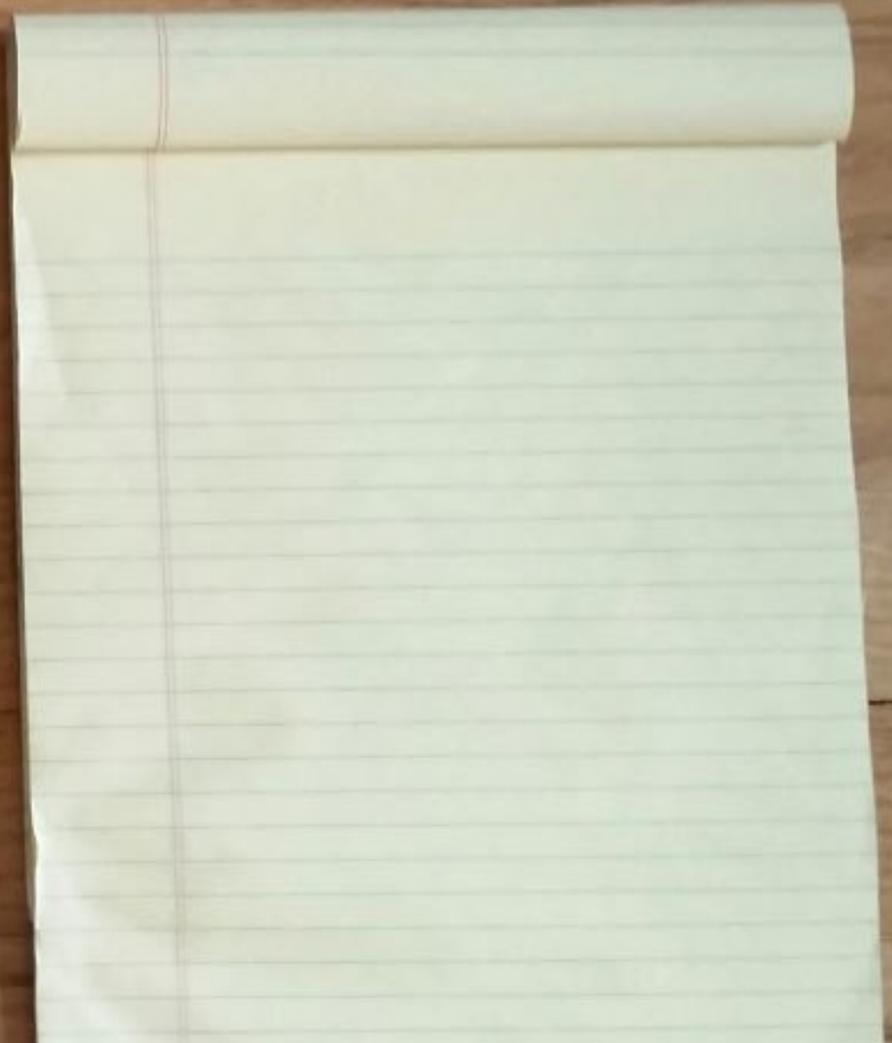
MYTHS & CONCERNS ABOUT REMOTE WORKERS

- Myth #1: Remote Workers Need to Prove They Work
- Myth #2: Remote Workers Are Available All Day
- Myth #3: Remote Workers are Lazy



-Taken from Career Karma, Remote Working Tips and Complete Guide to Telecommuting in 2020

Tips for Working Effectively at Home



TIP 1: DEVELOP RITUALS & ROUTINE

- Develop a schedule for you that you have posted
- Follow regular routine (bathe/get dressed, exercise, eat breakfast & lunch)
- Review (& check off) your “to-do” list
- Check in on others in your space as needed
- Take breaks & log off at the end of the day



TIP 2: FIND/CREATE A SPACE AT HOME TO WORK



- Identify a free space. If space/tech is limited, identify times to share space.
- Find a comfortable seat (e.g. kitchen table), but not too comfy (e.g. bed)
- Check your wi-fi signal to avoid connectivity issues
- Pick a spot with good lighting

TIP 3: SET BOUNDARIES – PERSONAL & PROFESSIONAL



- Establish “office hours” where you’re unavailable
- Create a sign & put it on the door/wall as a reminder
- Schedule breaks where you’re “off the clock”
- Let colleagues, boss, collaborators know your schedule & when you are off limits
- Avoid working beyond usual your hours

TIP 4: STEP UP YOUR TECHNOLOGY GAME



- Live Zoom Webinars: <https://support.zoom.us/hc/en-us/articles/360029527911-Live-Training-Webinars>
- PowerPoint Tutorial – Beginners Level I: https://www.youtube.com/watch?v=u7Tku3_RGPs
- Links to more tutorials in article, “New to Working Remotely? These Resources Can Help” (Resources slide)

TIP 5: BE GENTLE WITH YOURSELF & OTHERS



- You will make mistakes
- Be honest about your reality (e.g. noise from kids, pets, Amazon etc.)
- Be understanding of the reality of others (e.g. struggles with tech, noise in the background, etc.)
- Practice self-care throughout the day. Check out, “Self-Care Mid Quarantine”:
https://docs.google.com/document/d/1eval4EJm_j7vpKDdjz_niZ9MTfmAKcuxItdrTYZ633o/edit

TIPS FOR MANAGING YOUR TEAM EFFECTIVELY REMOTELY

- Communicate & be clear about expectations
- Be intentional and structured with your check-ins (Weekly? Daily?)
- Provide resources and tools to your staff
- Set & respect boundaries
- Be on the lookout for signs of distress

How to Succeed as a Remote Worker



1 Experiment with Your Work Setup



2 Create Work/Home Boundaries



3 Prepare for Your Meetings



4 Create Accountability for Yourself



Status: working on task #2

5 Be Visible at Work



6



Communicate Clearly and Effectively

7

Work on Your Health



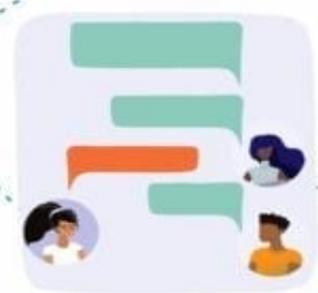
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Set Clear Responsibilities



9

Talk with Your Team



10

Take Time to Socialize



RESOURCES (GENERAL)

- New to Working Remotely? These Resources Can Help: <https://learning.linkedin.com/blog/productivity-tips/new-to-working-remotely--these-resources-can-help>
- Everything You Need to Work from Home During the Coronavirus Outbreak: <https://www.usatoday.com/story/tech/reviewedcom/2020/03/12/everything-you-need-work-home-during-coronavirus-outbreak/5012733002/>
- How to Work from Home: 20 Tips from People Who Do It Successfully: <https://blog.hubspot.com/marketing/productivity-tips-working-from-home>
- Remote Work During Covid-19: <https://www.fuze.com/remote-work-during-COVID-19>



RESOURCES FOR SUPERVISORS

- A Guide to Managing Your (Newly) Remote Workers: https://hbr.org/2020/03/a-guide-to-managing-your-newly-remote-workers?referral=03758&cm_vc=rr_item_page.top_right
- 15 Questions About Remote Work, Answered: <https://hbr.org/2020/03/15-questions-about-remote-work-answered>
- A Manager's Guide to Manage Remote Team: <https://www.proofhub.com/articles/managing-remote-teams>
- When Your Employees Are Remote, You Have to Stop The Body-In-Seat Mentality: <https://www.forbes.com/sites/markmurphy/2020/04/14/when-your-employees-are-remote-you-have-to-stop-the-body-in-seat-mentality/#5c82c4992d33>

RESOURCES FOR PARENTS & CAREGIVERS

- Working from Home with Kids Feels Unsustainable. Here's How to Ease the Burden: <https://www.vox.com/identities/2020/3/25/21193142/coronavirus-covid-19-kids-work-from-home-child-care-school-cancellations>
- How to work from home with kids, host virtual playdates: Resources for parents during Coronavirus: <https://www.inquirer.com/health/coronavirus/parenting-coronavirus-philadelphia-how-to-cope-resources-20200321.html>
- 7 Tips for Working from Home with Kids When Coronavirus Has Shut Everything Down: <https://www.themuse.com/advice/work-from-home-kids-coronavirus>
- Balancing Work and Elder Care Through the Coronavirus Crisis: <https://hbr.org/2020/03/balancing-work-and-elder-care-through-the-coronavirus-crisis>





DOES ANYONE HAVE ANY BEST PRACTICES TO SHARE???

CONTACT:

MICHELE LUC, TRAINER

ML782@CORNELL.EDU

[HTTP://WWW.ACTFORYOUTH.NET](http://WWW.ACTFORYOUTH.NET)



THANK YOU!!!

