



JONES LEARNING SOLUTIONS

STRATEGIES FOR WORKING REMOTE

Facilitated by:
Tony Jones

One and all! Good afternoon! Thank you so much for joining us for today's webinar over strategies for working from home remotely. My name is Tony Jones and I'm the owner of Jones. I will be facilitating today's presentation. Before we get started, I kindly ask you to ensure that you are on mute and hold all questions until prompted, if you don't mind. Of course, if you have any questions or thoughts use the chat, we will be monitoring closely and responding promptly.

Objectives



- Provide four strategies for working remotely during COVID-19. Practices include the following:

- Communicate
- Act
- List
- Motivate

Jones

The objective of today's presentation is to provide four best practices for working remotely from home. As a leader who previously led a top performing remote team for a short time and a team member who is currently working from home, I truly understand the expectations from both an organizational leadership and a personal standpoint. If you have never worked from home, I'm here to tell you there are some ways to work successfully and get the job done. The key is to remain calm. Organizations and schools throughout our community and nation have had to implement work from home processes at rapid speed without much preparation due to COVID-19. As a result, the reality of working from home has been intensified. With that being said I want to provide you with four strategies to help you succeed while working from home. So keep calm and join me as we discuss four best practices for working remotely. Also, you hear me saying CALM. CALM is an acronym for the best practices that stands for Communicate, Act, List and Motivate. I will break CALM down throughout this webinar starting now.

Communicate

- Communicate effectively with others using the latest and most innovative technology.
- Go above and beyond in communicating with your team members.



Image Credit: Getty Images

Jones

Alright! Let's get started. Communicate is the first strategy! Communicate effectively with your teammates using the latest and most innovative technology. While working from home remotely, you'll learn that over-communication is just communication. So go ahead and over-communicate, it is perfectly fine while working remotely. The reason why is because when you are working from home, you can't stop by coworker's cubicles or offices, participate in a quick huddle, and give high fives or kudos. Furthermore, you can't physically stay connected and visible. Therefore, Go above and beyond in communicating what you're doing with your team members, Write comprehensive but brief messages, promptly respond to others, speaking transparently about needs and feelings, and proactively ask each other questions. Also have empathy when responding to others and be willing to step in their shoes to see their perspective because you truly don't know what they're going through at this time. Over-communication will also solidify the bond between each of your team members to ensure better teamwork and build trust amongst each other. Team performance stems on feedback, and you can significantly boost it with a simple message or phone call. Schedule a phone call or video session to discuss a project, post questions in chat if you need help and answer questions in chat if you know the answer. Collaborate meaningfully in real-time takes advantage of applications that use screen share. It will also encourage your team to share thoughts, ideas, and

provide updates throughout the day. Try incorporating small talk into group meetings as well. Use platforms such as Slack, Microsoft Teams, Yammer, and Zoom. This will allow you to communicate in real-time. Also, many of these apps are available to be downloaded on your smartphone. I also encourage team break time or virtual coffees, this is when everyone can log on for 10-15 minutes via video chat and just communicate with each other and talk randomly. What are some ways do you think you can effectively communicate in a virtual/work from home environment? Go ahead and share in chat!

Act

- Act as if you're physically going into the office each day to work.
- Show up and render your full attention. Be accountable and productive.



Image Credit: Getty Images

Jones

The second strategy is Act! Act as you are going physically into the office each day, don't change your routine! Working from home once in a while was previously considered a perk or benefited offered by most companies. However, at this time, we are presented with the reality of working from home being imposed upon us as a full-time obligation during the COVID-19 Pandemic as a method of social distancing and other preventative measures. Working from home doesn't mean you need to break your usual routine, yes you might have some more time in bed as a result of a reduction in your commute to work. But it is imperative to get up at your usual time, get ready for work, and dress to impress as you were going to into the office. Set up a space that you can work from comfortably and ergonomically. That means not setting up in your bed or from your sofa, but sitting at a table or desk to ensure you have a good position and posture. Be ready to start on time and perform your duties. Surround your work area with things that inspire you and make you happy including flowers, decor and pictures of your family Make your workspace a place you enjoy going to each day, an area where you can focus, relax, and perform your best work. Prove that you're engaged in your work regardless of location by demonstrating a new kind of "presence" — instead of physically arriving at the office, "show up" to work with full attention and accountability. This will show through your hard work, dedication, performance and effective communication. Your coworkers won't be able

to see you at your desk unless you are on a Video Call, but they'll certainly be able to see your commitment to excellence through your work through your productivity. Your responsibility is to not only be productive but prove that you can meet deadlines and fulfill obligations. Also, another thing to add is while working from home don't break from your regular eating habits continue the same

List

- Create a to do list to plan out your tasks for each day
- Be willing to adapt to and prioritize the impact of change



Image Credit: Adobe Stock

Jones

The third best practice is a list! Create a to-do list to plan and structure out your day. When you are working from your home, you have to be your own boss, and be accountable for your performance, productivity and be self-disciplined. I recommend at the end of each day, write you a to-do list and goals that you want to accomplish for the next day so that you have clarity and focus. Nevertheless, you just do not want to waste time in the morning figuring out what to do. So go ahead and make a list of your most important high priority tasks before you move on to less urgent tasks. Use applications such as Microsoft Outlook Calendar or Google Calendar, and review your calendar each morning before you begin work and continuously throughout the day, set reminders on the calendar well. Please don't forget to provide yourself with adequate breaks so that you can keep focused and avoid burnout. It's healthy for your body and brain. Also communicate with your team let them know you'll be offline. When you take your break step away from your workspace spend time with your family and catch up with them. It's important that we create healthy work/life balance while working from home. The great thing about working from home is you don't have to make that 30 minute to an hour morning commute, instead take that time to create a new routine or complete an activity or project with your family. Instead of my normal 30-minute morning commute to work I have managed to learn how to play Guitar by watching YouTube video, Instead of taking my hour lunch break

looking for something around town to eat, I spend that time to eat with my family and complete crafts such as making masks or birdhouses, the time you spend with your family and kids will forever be in their hearts especially during this time, it the perfect time to build upon those memories. Also, while we are talking about eating don't get lost in the cabinet eating jump food, that is my weakness, stick your normal eating habits. Also, Be willing to adapt to and accurately prioritize the impact of change. The pace of work can be fast-paced and changing especially during this time, because a lot of organizations are allowing their staff to work from home for the first time on large scale and quick decisions are being made any you need to be willing to go with flow.

Motivate

- Take initiative without being prompted or rewarded
- Motivate, inspire and recognize others for a job well done



Image Credit: Adobe Stock

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Last but not least, motivate! Keep your self and others motivated! Working from home remotely can't be physically supervised because you don't have anyone physically watching or motivating you; therefore, productivity is measured by results. In working from home, you must be able to start and pace on your own, then identify more work to be done after that project is complete. In other words, you can't wait around for your leader to drop by with a new assignment, you have to take the initiative to see what needs to be done and get it done. It's your job to stay busy and motivated during work hours, and sometimes that even means doing new work for yourself. Take the initiative without being prompted or rewarded and stay motivated...during this time work the cause and not an applause. Keep your other co-workers motivated and provide them recognition and praise for a job well done! Use an application such as Microsoft Teams, Yammer, or Kazoo for engagement and recognition. Send them encouraging messages or quotes. Be creative in your work environment from where you work, have special days where you dress up or have a costume contest via zoom have fun and show your company's culture. Be a team player and Work as team with your co-workers because after all TEAM stands for together, everyone achieves more. Part of core values with our team is We enthusiastically display our company and team spirit! We Zag! We provide WOW to others! This is the perfect time to do this and keep others uplifted and motivate!

Conclusion



Communicate



Act



List



Motivate

Jones

Let's remain calm and carry on with our work duties while working from our home during COVID-19! Remember CALM is an acronym that stands for Communicate, Act, List and Motivate. I truly hope that you have been provided with four best strategies to help you along your journey as you work from home! We will get through this together. Currently does anyone have any questions regarding best practices of working from home!

Questions

Do you have any questions regarding's todays presentation?



Jones

Do you have any questions regarding's todays presentation? If so, please enter them into the chat box or take yourself off mute to ask them? We are eager to answer them!