

What **YOU** can do to ensure you're a productive remote worker

01 Get dressed



02 Exercise – get outside if you can



03 Take a coffee break or just stand up regularly



04 Sit at a desk – put your monitor at eye level – don't work slumped on the couch



05 Write a to do and DONE list and share it with a colleague/team



06 Spilt your day up into 'productivity chunks' of 45/90 mins – what works for you?



What you can do as a **TEAM** to be productive, motivated and connected

Webcam. Show your team your surroundings. Take it in turn to drive meetings. Meet online to set AM and PM goals

Don't email – if people live alone they may not talk to anyone all day

Skype or Teams chat about some non-work things, share a funny news story



Like music? Share your Spotify lists. See what others are listening too throughout the day

High fives are virtual, but needed! Call out people who've helped you today.

Schedule a time for everyone to take a break.

I use my Apple watch to remind me to stand and take breaks regularly otherwise I'd sit for 10 straight hours!

Our team have set ourselves a step challenge to make sure we get at least 6000 steps in a day.

My Wi-Fi is not great so I work offline a lot of the time. People text or call me if they need something and I keep my manager up to date with what I'm working on.

My kids are home and my husband's sick. My team are really understanding and know I'll get things done later in the day



What you can do as a **PEOPLE LEADER** to keep your team productive, and well



Be very clear with your team how and when you expect them to communicate and check in,



Be mindful of challenges people may have. As an employer you're still responsible for their mental and physical well-being when they are at home.



Some people end up putting in MORE hours and working harder when they're at home. Monitor this. Don't let people burn out.



Let your team know they're doing a good job. Tell them you appreciate their adaptability and hard work.



Check in PERSONALLY with your direct reports and ensure they cascade this to their teams too. Not just about work – check in on their personal situation too.

Can any good come from this? Perhaps. Think about **opportunities**



CREATIVITY

You could get some amazing creative ideas from your team



PRODUCTIVITY

Less meetings and distractions, Lots of focussed work will get done. Work will be prioritised. We'll focus more on what matters



SELF LEADERSHIP

Team members will need to self-manage and self motivate. Some will really step up!



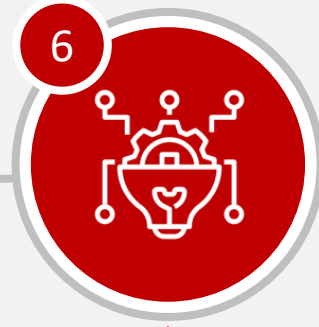
LESS TRAVEL

Some people may get 2-hours a day back without travelling. Less stress - more work for some.



REHEARSAL

this is a rehearsal for the future of work. It could change us forever



TECHNOLOGY

Those with less appetite for technology will have to get to grips with it. It's what Office 365 is made for!

MANAGE THE CHANGE

This might not be YOUR change, but help manage the change. Pause and apply ADKAR thinking regularly.



What Change Managers can do to facilitate transition to BCP.



SHARE

Share a daily productivity tip/challenge or action for you team to do and get them to share their results,

MANAGE RESISTANCE

Assist team leaders to manage resistance. Fear, uncertainty, negativity, CM's this is your day job



CHANGE MANAGE
#changesuperhero

EDUCATE

Find a few great TED talks about remote working. Share the links and summarise the key points,



CONTACT DETAILS

Make sure everyone has each others contact details. Personal and work tel nos. Add the emergency no's and government websites to this sheet too.



TECHNOLOGY SUPPORT

Support team members who are not confident with technology. Offer to help them with Skype privately so they get confident.

