REMOTE WORKING TIPS



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TESTING TESTING 1, 2, 3



If you have time, test your technology and virtual team meeting formats. Ask a few team members to help before you bring everyone on board.

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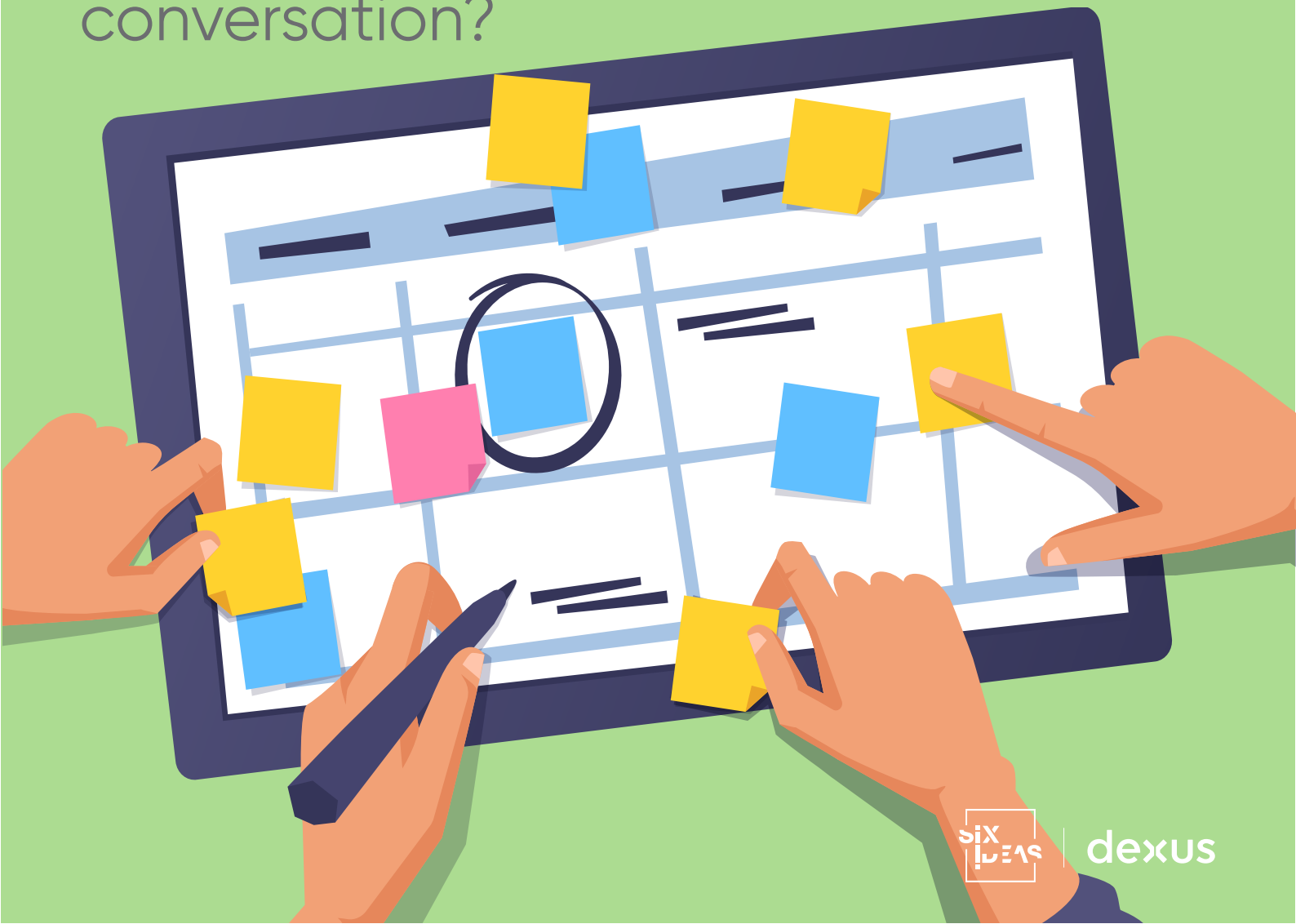
TIME FOR NON-WORK BANTER

Allocate some time to catch-up with your team socially. It's great to stay sane and you may learn more about your team than you would in the real workplace!

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PLAN YOUR MEETINGS THOROUGHLY

How will brainstorming work? Do you need to work on documents ‘live’? How do we keep everyone engaged and contributing evenly to the conversation?



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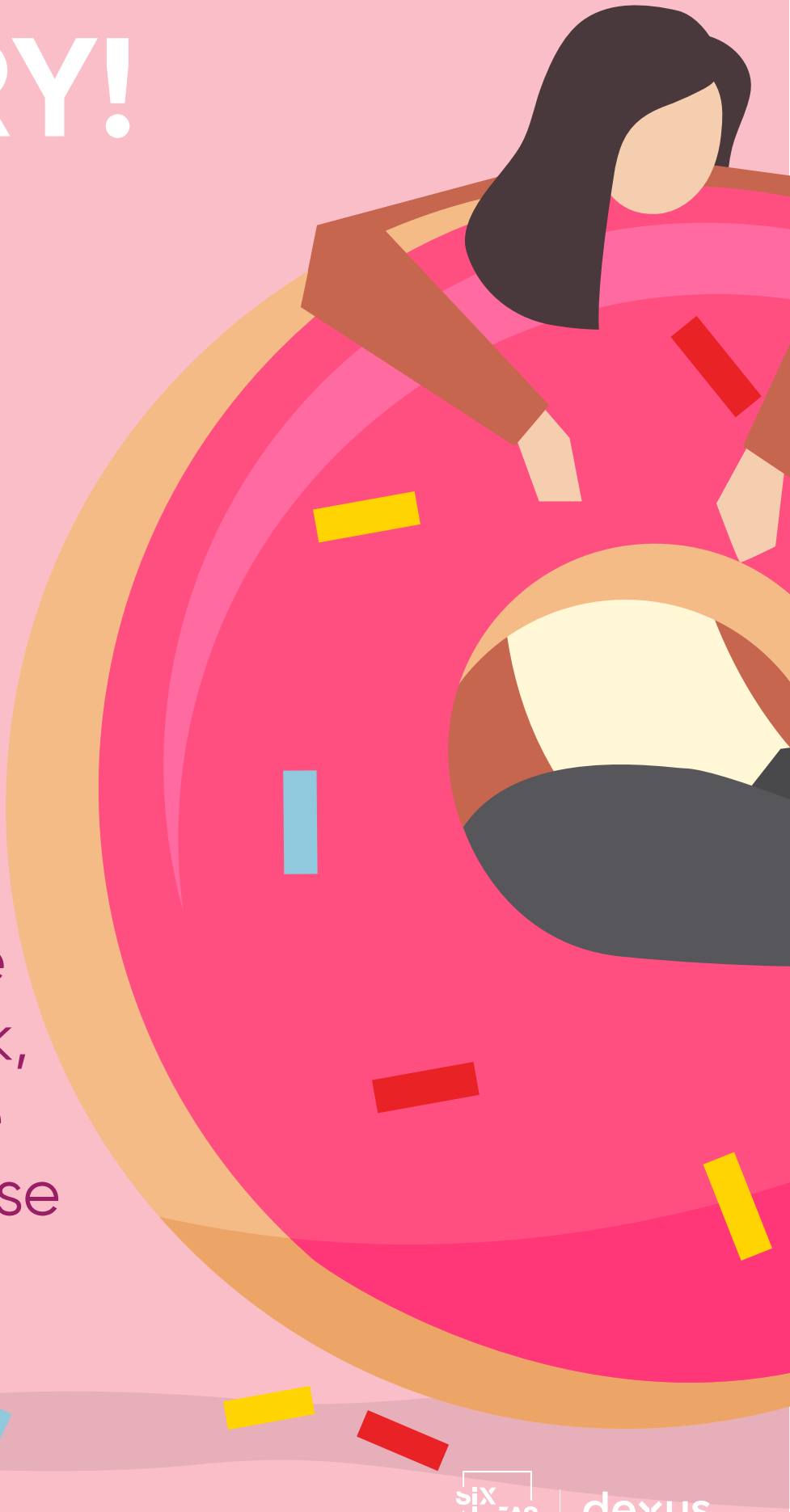


GET UP AND MOVE!

Try not to work to one place.
Movement stimulates blood flow which we know is good for long-term health as well as concentration.
If you are able to get outside regularly to take a break even better.

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BEWARE THE PANTRY!



A snack can be good while taking a break, just make sure you ration those TimTams!

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WHO IS CHECKING THE MAIL?



Make sure you consider processes to stay on top of things that would usually come to your building, e.g. important documents, package deliveries etc.

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SHARING IS CARING

Once you are up and running, share your successes with other teams, partners and clients. We're all in the same boat here!



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CHECK-IN REGULARLY

It's important to let staff know how and where they can get additional support (like employee assistance and wellness advice) if they need it.

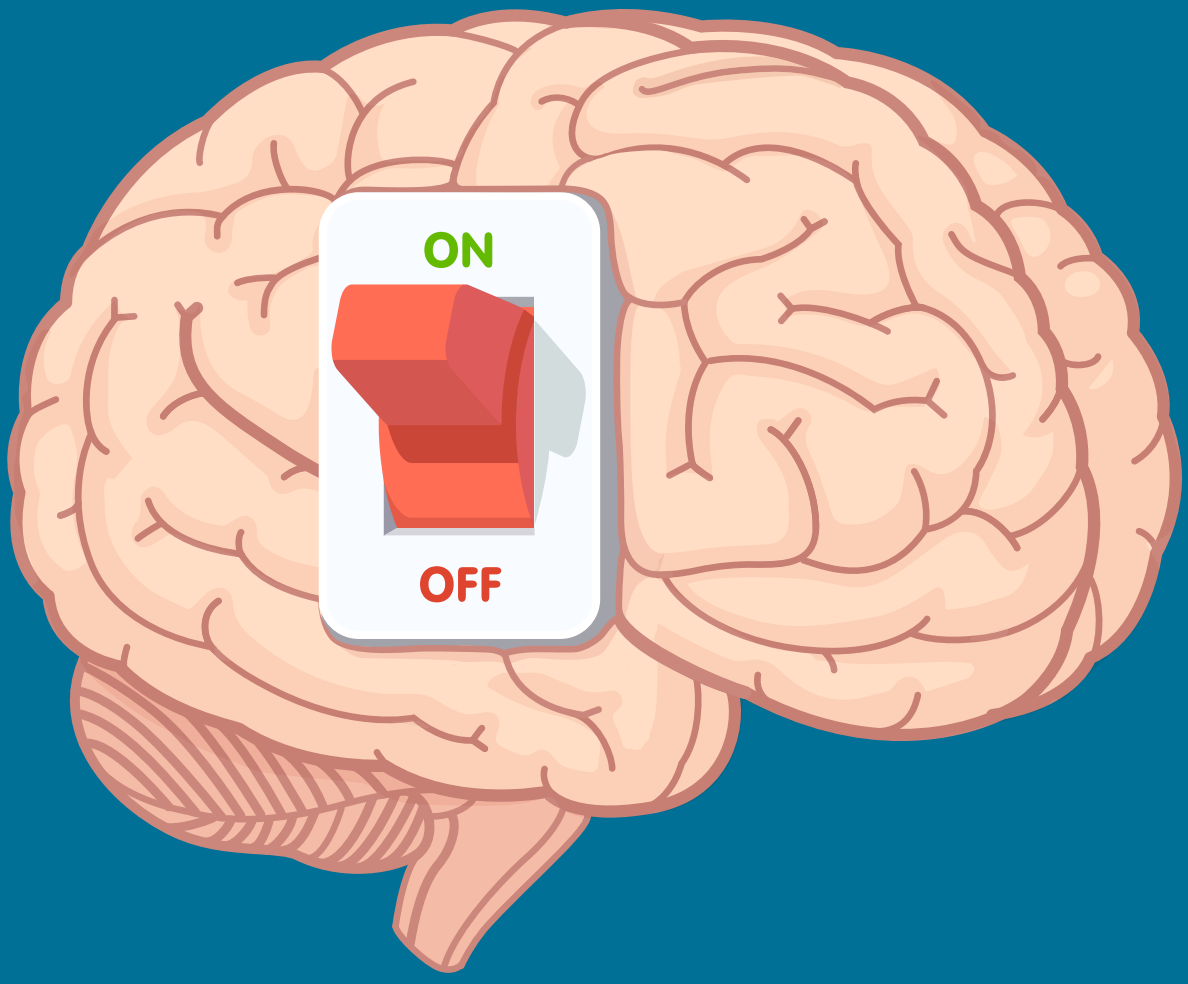


SET EXPECTATIONS

Talk with your family / house mates about your new working arrangements so they know when you're working and can plan their days accordingly.

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DISCONNECT & DECOMPRESS



If you have a role that affords this, try to shut down your work devices at the end of each day - this helps with the mental transition back to 'home life' in the evenings.

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BE CLEAR ON PRIORITIES



Make sure everyone understands deliverables and timeframes.
Be conscious of those with carer responsibilities.

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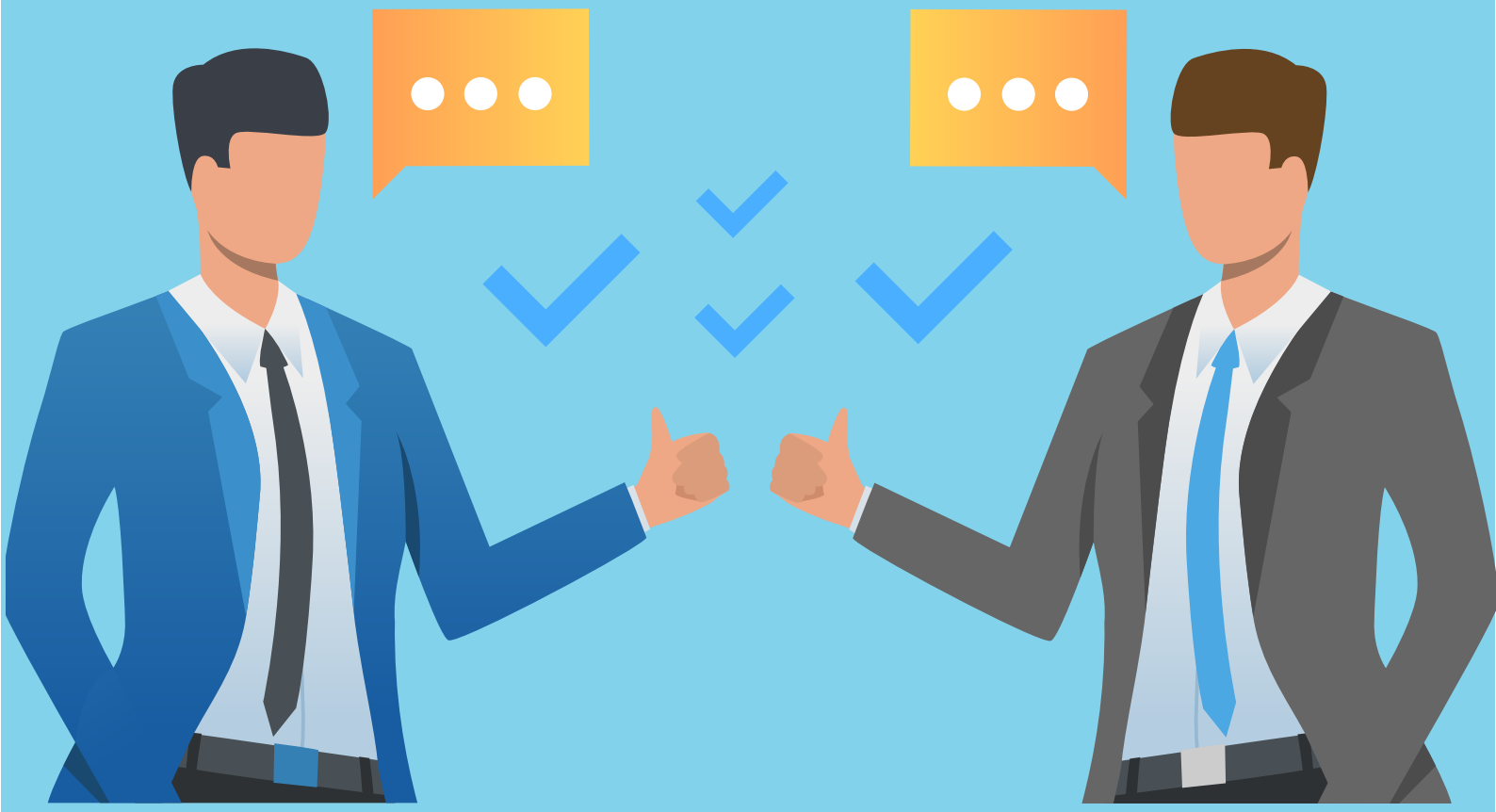
MEETING ETIQUETTE

Set an agenda.
Avoid asking questions to the whole group. Get into the habit of calling on people individually to speak.
Use video so everyone is comfortable sharing ideas and gets involved.



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TRUST EACH OTHER



Give each other time to adjust, focus on outcomes not personal work routines.

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BE SECURE

Understand your organisation's information security protocols, don't share information over unsafe networks



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