

# Virtually There

Tips to stay productive and engaged while working remotely.



## — FOCUS

- 1 | Create a dedicated workspace
- 2 | Remove distractions from your workspace
- 3 | Plan your day
- 4 | Don't multi-task
- 5 | Keep to a regular schedule



## — COMMUNICATION

- 1 | Use multiple modalities - email, text, video calls
- 2 | Communicate for connection and not just tasks
- 3 | Be cognizant of time zones
- 4 | Overcommunicate - share and ask more
- 5 | Tune into tone, word choice, and other verbal cues



## — TECHNOLOGY

- 1 | Set up and test all connections and devices in advance
- 2 | Silence distracting technology (such as incoming texts)
- 3 | Notify your meeting attendees if you intend to use webcams
- 4 | Tap into collaborative online tools to enable teamwork on projects
- 5 | Leverage online communities to share and support



## — BALANCE

- 1 | Establish a proper beginning and end to your day
- 2 | Take frequent breaks
- 3 | Plan nutritious meals and snacks
- 4 | Avoid isolation by remaining connected to others
- 5 | Remember to frequently stretch, stand up, move around



## — CONNECTION

- 1 | Reach out to connect on personal levels
- 2 | Schedule frequent check ins
- 3 | Spend time at the outset of meetings building rapport through ice breakers
- 4 | Leverage collaborative technology
- 5 | Don't underestimate the power of an emoji to communicate and keep-it-light

[Click here to LEARN MORE](#) about these tips