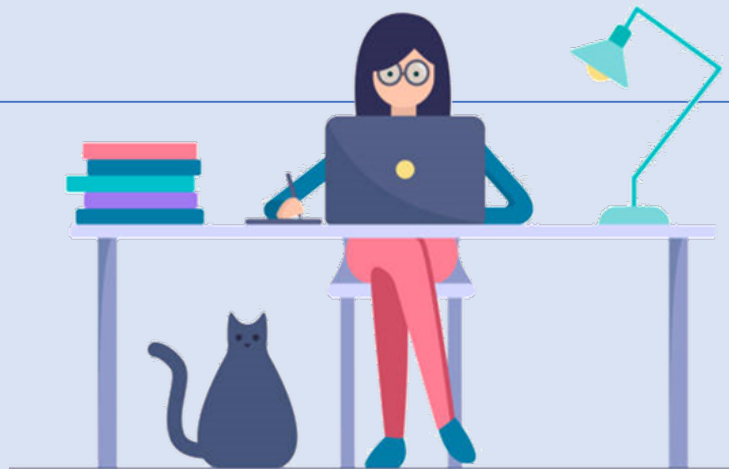


## Work from Home – What it means

- It's like a regular workday except that the place and the mode of communication are going to be different.
- You continue to have your daily morning huddles.
- Meetings are going to be done as usual. They simply are going to happen via zoom
- You are expected to be available to your team members, heads and other teams; unless you are not on your seat (except that you are sitting at home).



## Adapting to this change

- By communicating more than you normally do (Example: Put on slack that you have started the day)
- By reaching out to colleagues, functional leads with updates, responses etc. before they wonder what is happening on your end.

### Work from home essentials

- ☐ Study table/ laptop stand
- ☐ Back support cushions and pillows
- ☐ WiFi connection
- ☐ Backup internet connection
- ☐ Pens, books, post-its, and other stationery items
- ☐ Noise-cancelling headphones with mics
- ☐ Webcam
- ☐ Hand sanitiser
- ☐ Healthy snacks



# Facilitating Seamless Collaboration

From conducting productive team meetings to avoiding endless feedback loops, how do you make sure going remote is not hurting your team's collaborative capabilities?

Here are some activities that we generally perform on a normal working day. and tips on replicating them virtually.

## Morning Huddles



Settle on three relevant questions that you want your team to answer every day. It could be:

- What did you do yesterday
- What are you working on at present
- What challenges did you face along the way?



## Team Meetings

- Work on the agenda well in advance. Don't use it to get status updates. It should be seen as a platform to solve problems
- Check the calendars of your teammates, create the event at a convenient time, and send invites to all.
- Take down the minutes of the meeting.

## Brainstorming Sessions



- Note down the topic, the purpose, the parties involved, and the duration of the discussion
- Before the session starts, encourage everyone to do their solo version, and share these documents with everyone over an email thread.
- Create a Google document and allocate separate spaces for each member to note down their thoughts and insights
- Once the session is complete, the facilitator should note down the actionable points and share it with all the other members.

## Some Tools to facilitate WFH



Instant Messaging



Email Collaboration



Video Conferencing



Screen Sharing



Issue and Project Tracking



Kanban-style  
Project Management



Employee Feedback  
Management



Time Tracking



Internal Knowledge Base



Design Collaboration



Documentation



File Sharing

# Work from Home Effectively



There isn't much mystery when it comes to working in an office. Every day, you: Get dressed in company-appropriate attire. Commute to work. Join a few meetings. Take coffee breaks. Indulge in hallway conversations and lunches with co-workers. Go see a client. Commute home.

Remote work is completely different.

Here are a few tips to help you to smoothly manage remote working in this day and time.

## Time Management



### DO:

Start early, just as you would on a normal day at work

### DON'T:

Roll out of bed and procrastinate through the day!

## Productivity



### DO:

Plan out your day and assign goals and priorities

### DON'T:

Mix work and personal commitments, thereby wasting away your day



## Space



### DO:

If possible, create a designated space to help boost productivity

### DON'T:

Work in a space where you could easily get distracted

## Communication



### DO:

Keep in constant touch with your team members and superiors, leverage technology to boost engagement

### DON'T:

Keep the communication minimal

## Break Time



### DO:

Limit and monitor the amount of time you spend on personal calls, chats, lunch & tea, etc.

### DON'T:

Stay glued to your screen just because you are in a comfortable place.

## Managing Distractions



### DO:

Create boundaries for your friends and family and let them know of the distractions

### DON'T:

Become one with the furniture. Get up and move about often.