

# New Ways of Working – Tips and Techniques for Employees and Leaders



# Setting up for remote work success

Select a consistent well-lit zone for work

## Tips

### As individuals



**Create a schedule for all waking hours and establish a routine**

**Intentionally schedule time for continuous improvements**

**Don't multi-task**

**Commit to screen free breaks**

### As a team



**Check in daily:**  
Implement a Daily stand-up meeting

**Hold a periodic retrospective:**  
Implement a review meeting

- Break your work down into smaller pieces that can be done in shorter shifts of work
- Physically put away work – shut down laptop, etc. at the end of the day
- Think of ways to leverage technology to ensure highest and best use of time and resources
- Reevaluate the use of committees to ensure they are adding maximum value
- Minimize distractions by silencing notifications and keeping your phone face down
- Every 30 minutes, look at something far away for 2-3 minutes
- Every 90 minutes, stretch and move your body for 10 minutes



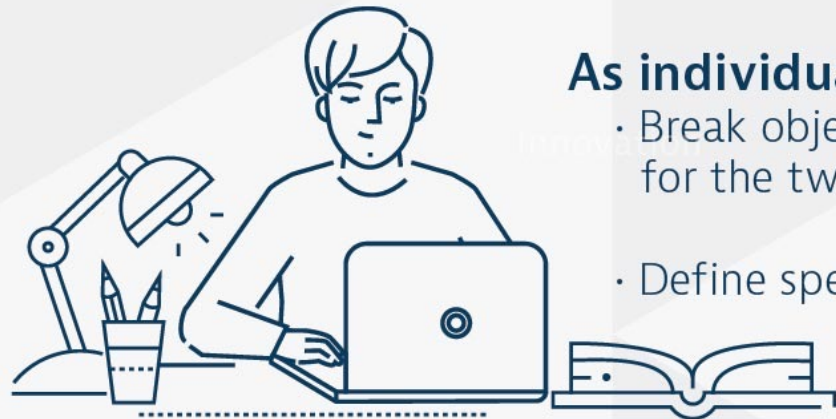
# Plan and Prioritize

A bi-weekly planning session provides alignment and accountability to priorities:



## As a team

- Review short- and long-term team objectives
- Prioritize objectives based on current state



## As individuals

- Break objectives down into smaller chunks of work for the two-week period by person
- Define specific tasks for each objective

# Tips



- Say no to work that does not align with set priorities
- Ensure work is spread equally amongst team members
- Is there any strategic work that has been put off in past due to pressing issues?  
Capacity to work on now?



# Task out Objectives

Implement a To Do, Doing and Done Task List for the Team

## Tips



### Keeping an ongoing To Do, Doing and Done Task List ensures productivity and accountability

- Label defined tasks that are not started as To Do
- Label defined tasks that are started as Doing
- Label defined tasks that are completed as Done



- Save in a central location – MS Teams, Shared Drive, or SharePoint
- Update status of tasks on an ongoing basis
- Reference the To Do, Doing and Done Task List during team updates or Daily stand-up meetings



# Tasking Template



Priority A.1 –  
[Description]



Task	To-Do	Doing	Done
Task 1	X		
Task 2	X		
Task 3	X		

Priority A.2 –  
[Description]



Task	To-Do	Doing	Done
Task 1		X	
Task 2	X		



# Check-in daily with the team

Implement a Daily Stand-up Meeting to Ensure Team Alignment

## Tips



**A Daily Stand up is a quick update  
(no more than 15 minutes)  
on these items:**

- What did you do yesterday
- What are you planning on doing today
- Roadblocks you anticipate

- Focus on productive output and not status updates
- Focus on team priorities, not busy work such as emails, etc.
- Roadblock removal should be discussed after the stand up
- Physically stand up if possible



# Bi-weekly Review

Implement a bi-weekly review to determine what is working and what can be improved

## Tips



**Doing a bi-weekly review towards the end of a two week period provides opportunities for improvement**

- As a team list things/practices/items to:
  - Start
  - Stop
  - Continue
  - Vote on one item/theme to start, stop and continue

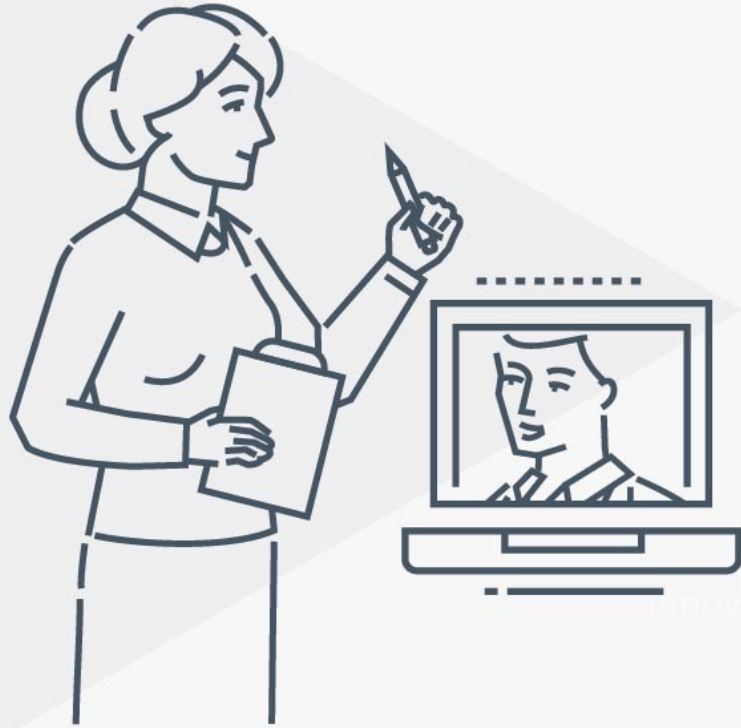


- Don't ignore intangible items like team morale, encouragement, small talk, etc.
- Look for takeaways and action items for the next Planning Session



# Additional Tips and Techniques for Leaders

Leadership communication in a remote work setting



## Stay connected:

Create an inviting environment for your team to feel comfortable sharing their current state, experiences, and lessons learned.

## Communicate frequently:

Communicate constantly to ensure your team is heard and offer your gratitude and acknowledge their dedication.

**Be transparent and relate:** Draw your employees' attention to the common goal of the department and the company. Relate with them on work and demonstrate honesty and transparency through words and actions.

## Tips



- Set two-way expectations around communication cadence.
- Setup virtual meetings using SKYPE or Microsoft Teams video function.
- Share with employees your flexible work hours and limitations such as child tutoring, lunch time breaks, playing with kids, etc.

