

10 tips to make the most of your teleworking experience ©

Maintaining social Connection

&

Facilitating productivity



#1 Establishing communication channels to keep in touch

- Agree on a fast communication channel for which you can manage notifications (e.g. WhatsApp, Messenger, Slack, Skype, Yammer, etc.)
- Make sure you use the appropriate communication channels to exchange information with each other, avoiding multiplying the same message over multiple channels (e.g. email and instant messaging)



#2 Maintaining a convivial social contact

- Think of saying "hello" in the morning, or « enjoy your meal » at noon and to greet you at the end of the day, as you do at the office !
- Call a colleague directly to discuss rather than exchanging numerous messages
- Do you feel isolated ? Organize a Visio



#3 Keeping a special bond with my colleagues

- Organise remote one-to-one and team meetings with your manager and colleagues
- Don't isolate yourself ! Stay connected with your team
- Have you thought about creating a WhatsApp or Messenger group to share fun and lighter info like the one you share at the coffee machine ?



#4 Clarifying the situation with family & friends

- The place changes but not the habits. Being at home does not mean being available at all times for your loved ones. Clarify with them when and how you can be available to them. This is even more important if your children are also at home
- Conversely, your work should not prevent you from having a private life outside of working hours. At the end of the day, act as if you were leaving your office, turn off your computer and do something else



#5 Taking breaks & moving around

- Above all, don't stand in front of your screen all day long without taking breaks. Take time for lunch and coffee breaks, just like you do with your colleagues
- After a long remote meeting or a long period of concentration, think about getting some fresh air or do an activity that makes you feel good
- Sitting for long periods of time is not recommended. Do not hesitate to move as soon as you can. Walk when you make a call or when you are thinking.... This will help you to refocus, optimize your time and regenerate your energy capital

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#6 Making a schedule

- Keep the rhythm ! The workplace changes but your habits remain
- Respect "fixed" schedules. This allows you to keep up with your colleagues and maintain a balance between your private and professional life. This way you avoid being overwhelmed !



#7 Having my own space

- Whenever possible, having an isolated workspace is the best way to maintain efficiency and concentration. It also makes it easier to separate professional and personal life
- Arrange your workspace as much as possible to ensure your comfort and wellbeing



#8 Using & overexploiting technological tools

- Instant messaging has many advantages. The important thing is to learn how to properly manage your status. Are you on the phone ? Are you in the middle of a report ? Set your status to "busy". Taking a coffee break ? Go to "absent" mode
- Keep your agenda up to date by blocking moments of concentration if necessary
- Feel free to use the Visio to talk to a colleague. It allows you to see the expressions of your interlocutor
- Use remote meeting tools if allowed internally (Appear.in, Skype, WhatsApp, etc.) and information sharing / brainstorming applications (Applet, etc.)
- Do not hesitate to ask colleagues for help if you are uncomfortable with these tools. Are you an expert ? Think about sharing a little tutorial



#9 Planning & evaluating my work with my colleagues

- At the beginning of the day, as a team, line up on who does what...
- Check that everyone's roles and responsibilities are clear and react quickly if clarification is needed
- Schedule meetings with your manager at least once a week to review the status of your ongoing work and deal with any difficulties encountered



#10 Acting « as if »

- Dressing as if you were going to the office when you are teleworking and keeping the rituals that you have every day (breakfast, ...) allows you to keep a rhythm and a good dynamic to properly start your teleworking day
- In the same logic, at the end of the day, don't hesitate to keep your disconnection habits and go back to a more relaxed outfit