

# CMLS

## Working Virtually

Tips & Tricks



### Create a Routine and Stick to It

Routines are essential, especially when you work virtually. Plan for success and set up a routine that closely mirrors your typical workday - work hours, meetings, lunch, family time, etc. Remember working from home does not mean that you work 24/7. Creating a dedicated workspace is also an important step in keeping your daily routine. It doesn't matter if you work at the kitchen table, the patio, or the couch. Give yourself a dedicated workspace.

### Communication is the Key

In the world of working remotely, there is no such thing as over-communicating. Pick up the phone. Send that Skype/Teams message. Send that email. Under typical circumstances, you wouldn't hesitate to reach out, so don't hesitate now.



### Virtual Meetings

No matter what type of meeting, you should continue to run the meeting as if you were sitting across the table from each other. Continue to provide agendas and take minutes. Be sure to specify in the meeting scheduler how you will contact each other – by phone, Zoom Meeting, Google, Teams, etc. Also, remember that there is no water cooler in the virtual world, but those conversations are crucial to your team's morale. Continue those moments. Reach out to say good morning or ask about the weekend.

### Give Your Team Some Slack

Working from home is new to most of the country. Give each other adequate time to adjust, and remember things happen (Wi-Fi goes out, kids are running around yelling, and dog barks). Expect there to be a learning curve for you and your team. Don't panic, breathe, and power forward.



### Get Up and Stretch

It is easy to sit in front of the computer and lose track of time. Remember to get up and stretch, your body and mind will thank you. Make time for lunch - you might not need a full hour but don't skip it.

### Enjoy the Experience

Wearing PJ's to work is wonderful – for a while.