



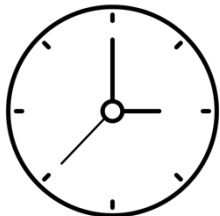
Best Practices: Working Virtually



Created by Mahmure Alp
from Noun Project

Creating Your Workspace

- Comfortable Seating
- Ample light
- Limit distractions to ensure productivity
- Keep a supply of notebook paper, pens, pencils, paper clips, etc.
- Learn how to use video conferencing tools (Zoom, MS Teams) and wear earbuds or a headset (ask your manager for one if needed)



Created by Mohamed Mbarki
from Noun Project

Managing your workday

- Begin your workday at your normal start time
- Take periodic breaks
 - Short breaks will help keep you energized throughout the day
 - Example: stretching and taking deep breaths
- Have lunch
 - It's easy to work through lunch, especially when working from home
 - It's important to stop and have a healthy lunch
 - Staying hydrated helps maintain focus throughout the day

Additional important information

- Refer to HARVie's [Coronavirus Workplace Policies page](#) for special workplace policies that are in effect during the COVID-19 emergency.

Conference call best practices



Created by Franc11a
from Noun Project

- Dial in to meetings five minutes before start time
- Put dial in number on speed dial (when the same number is used regularly)
- Place your phone on mute to limit background noise
 - Remember to take phone off mute when speaking
 - Remember typing, coughing, whispering, etc., can be heard
 - Never put the conference call on hold! Music may be playing
 - Speak up and clearly so everyone can hear you
 - Stay concise and on topic



Best Practices: Managing Teams with Flex Work Arrangements



Created by Shocho
from Noun Project

Use communication tools

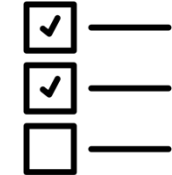
- Tools like Zoom and Microsoft Teams or other University supported tools give your virtual team an efficient way to communicate when working remotely
- Ensure you and your team are educated on using the tools



Created by Momento Design
from Noun Project

Schedule regular team meetings

- Maintaining routines is essential
- Hold team meetings and one-on-one check-ins as scheduled
- Effective routines give the team something they are used to and familiar with, which puts the whole team at ease and reduces stress.



Created by Adrien Kadri
from Noun Project

Define clear and detailed expectations

- Sharing detailed descriptions of what is expected is much better for staff working remotely



Leading virtual conference calls

- Send out the meeting agenda and any files that will be discussed in advance
- Use Microsoft Teams or other University supported tools whenever possible; make it easy for staff to locate relevant files
- Dial in 10 minutes prior to start of the call (ensure equipment is working and troubleshoot if needed)
- Welcome meeting members, paying special attention to announce staff participating virtually
- Be sure to ask virtual participants for their input periodically throughout the meeting
- Summarize decisions and action items
- Don't be afraid to pause in order to give those on the phone an opportunity to speak