Welcome to our virtual waiting room!

While you wait for the session to start, please take time to:

1. Mute yourself – audio and video
   - ➢ **1** in the picture
2. Visit the chat window
   - ➢ **2** in the picture
3. Check your name- update if incorrect
   - ➢ **3** in the picture
   - ➢ *We are using these names to track attendance*

BlueJeans Participant Screen

1. Camera mute, Audio Mute, Share your screen and Leave meeting
2. People roster, Chat, Apps and Settings
3. People roster detail

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More employees are working from home than ever before

➢ In June, 2020 **42%** of the US workforce was working from home.

➢ Experts estimate that the share of the workforce who work from home at least one day a week will increase by a **factor of 5** post-pandemic.

➢ For those working onsite, social distancing and collaborating remotely with colleagues have **transformed the workplace** experience.

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https://news.stanford.edu/2020/06/29/snapshot-new-working-home-economy/

Benefits of virtual teams

- ✓ **Increase in employee retention**

- ✓ **Increase in productivity**

- ✓ **Happy employees**

- ✓ **Continuity during a crisis**

https://www.owllabs.com/state-of-remote-work/2019

Challenges of working in a remote or hybrid team
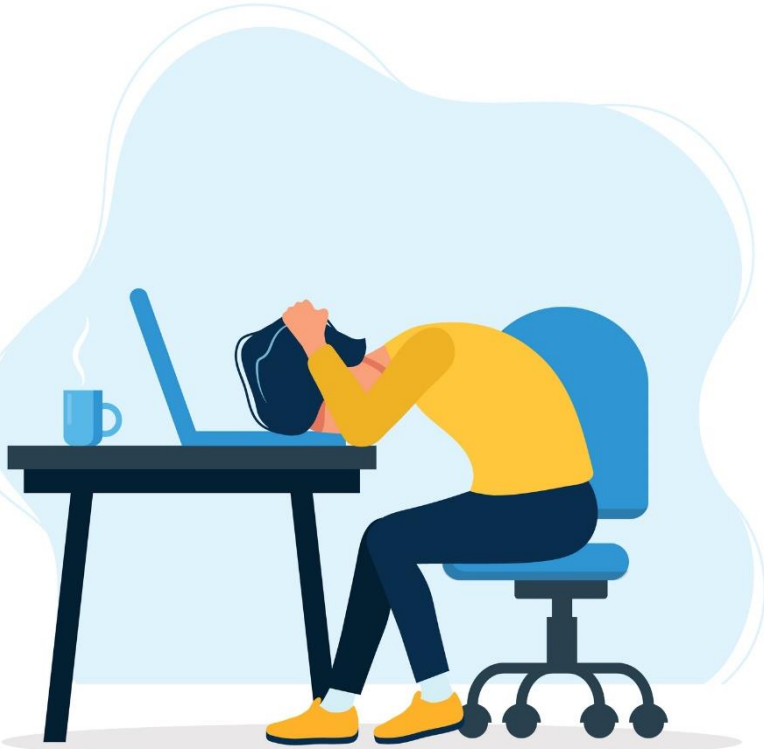
Connection

► Social connectivity is the greatest predictor of team success on collaborative tasks.

► A sense of belonging is critical to employee motivation and positive mental health.

► *How do we maintain a sense of connection?*

Challenges of working in a remote or hybrid team

Connection

► *How do we maintain a sense of connection?*

Communication

► Communication keeps teams moving *and* can increase stress and distractions.

► Norms for co-worker interaction vary by the team and individual.

► *How can remote workers maintain focus and flow and collaborate with colleagues?*

Challenges of working in a remote or hybrid team

Connection

▶ *How do we maintain a sense of connection?*

Communication

▶ *How can remote workers maintain focus and flow and collaborate with colleagues?*

Progress

▶ The way work gets done and the work itself may have changed and may continue to change.

▶ A distributed workforce is harder to keep aligned and visible to management.

▶ *How can remote or hybrid teams create a shared understanding of expectations?*

Strategies for being a great "COVID-colleague"

Make It Okay to Not be Perfect

DON'T JUDGE ME. I WAS BORN TO BE Awesome NOT PERFECT.
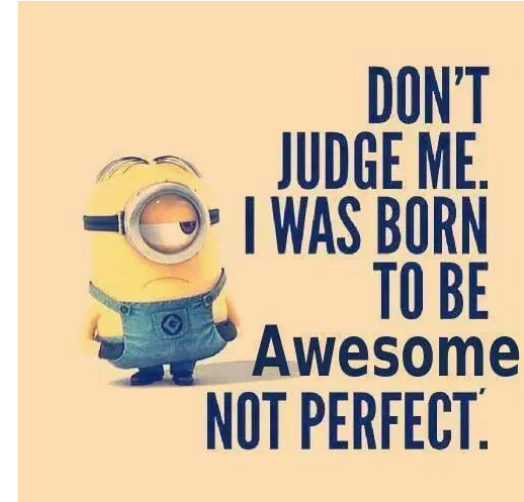
- Messy hair, messy house, and background noise: Acknowledge it upfront in your meetings.
  - Offer help to others at every opportunity.
  - Show it is okay to ask for help by doing it yourself.

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Strategies for being a great "COVID-colleague"

Make It Okay to Not be Perfect

Have Fun

- Infuse your chats, texts, emails, and virtual meetings with games, memes, and personal reflection.
- Bring a little laughter, fun and joy to each other's day.

Strategies for being a great "COVID-colleague"

Make It Okay to Not be Perfect

Have Fun

Nurture a Culture of Gratitude

gratitude CHANGES everything

- Openly demonstrate your appreciation for your colleague's contributions
- Consider initiating a team gratitude practice by asking:
  - What are you most grateful for today?
  - What made you smile today?

Tips to do your best while working from home

CARONA COMMUTE

Commute to work

- The average COVID-WFH worker has *increased their work week* by 3.4 hours.
- Start your remote workday by taking 15 minutes to plan
  - Try planning during a walk – walking reduces stress.
  - Planning well can reduce overall workload.

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Tips to do your best while working from home

Commute to work

Create boundaries

- Preserve your mental health by maintaining the distinction between "work" you and "home" you.
  - Set designated "work-free" areas (even if that means you clean up your dining room office at the end of the day).
  - Have an ritual to mark the end of the day.

Tips to do your best while working from home

Commute to work

Create boundaries

Define a daily "must win"

- Combat the feeling of being on a hamster wheel by identifying the one activity that must be done each day – then get it done.
- A sense of achievement correlates with an increase in happiness.

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Tips to do your best while working from home

Commute to work

Create boundaries

Define a daily "must win"

Block off your time

- When people feel that time is scarce, they often focus on tasks that seem urgent but may not be as valuable.
- Use the time blocks to focus on important, but not mission-critical-urgent, work.

Tips to do your best while working from home

Commute to work

Create boundaries

Define a daily "must win"

Block off your time

Find development opportunities

- Working differently can provide insight into competencies you may want to build on.
- Work patterns have changed; use that to your advantage and schedule self-development activities.

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Tips to do your best while working from home

Commute to work

Create boundaries

Define a daily "must win"

Block off your time

Find development opportunities

Deliver proactive updates

- Working in separate spaces – either at home or socially distant – reduces communal knowledge about team priorities.
- Consider providing regular, written updates to your manager and co-workers.

https://hbr.org/2020/04/3-tips-to-avoid-wfh-burnout
https://hbr.org/2020/08/how-to-actually-save-time-when-youre-working-remotely
Scarcity Frames Value Anuj K. Shah, Eldar Shafir, Sendhil Mullainathan, 2015, Psychological Science

Most importantly, check in with each other

Show your peers you care by taking time to understand what they are dealing with each day.

▶ Ask your colleagues:

- How are they feeling (mentally and physically) with the current situation?

- Do they live alone? Are they away from family and friends? Do they have any social support?

- Do they have the resources and support to stay in self-isolation?

- Do they have access to shops, food, and internet where they are?

Just because someone was doing well yesterday, does not mean they are doing the same today.

Questions?

Penn Medicine Resources

- **PennCOBALT** a tool for the Penn Community that uses targeted assessments to direct you to the right level of coping support.

- **PennMedicineTogether** COVID-19 is triggering complex emotions, anxiety and fear. PennMedicineTogether offers resources and strategies to help people cope, which we all do differently.

- **Lead Strong** Live discussions and curated resources for Penn Medicine employees around leading yourself and your team during adversity.

- Penn Medicine Academy:

  - Leadership Pathway: I want to lead engaging virtual meetings and training

  - Development Planning Tool

  - Penn Medicine High Five a site to make it easier for our amazing community to recognize and appreciate one another

Articles

- New Working at Home Economy (Stanford)

- How to Actually Save Time When You're Working Remotely (HBR)

- Productivity Gains During COVID-19 (BCG)

- Building Work-Life Boundaries in the WFH Era (HBR)

- Remote Workers Facing Burnout: How to Turn It Around (Gallup)

LinkedIn Learning

- How to Develop Friendships and Connect Meaningfully with Work Colleagues

- Balancing Work and Life as a Work-from-Home Parent

- Building Resilience

- Productivity: Prioritizing at Work

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