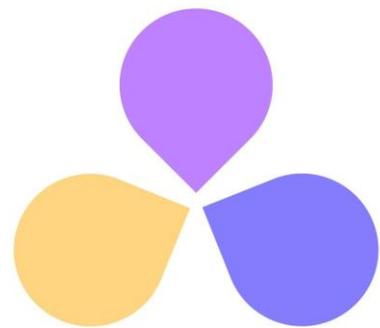


Working Alone - Together



WSR

Recruitment | Training | HR Support Services



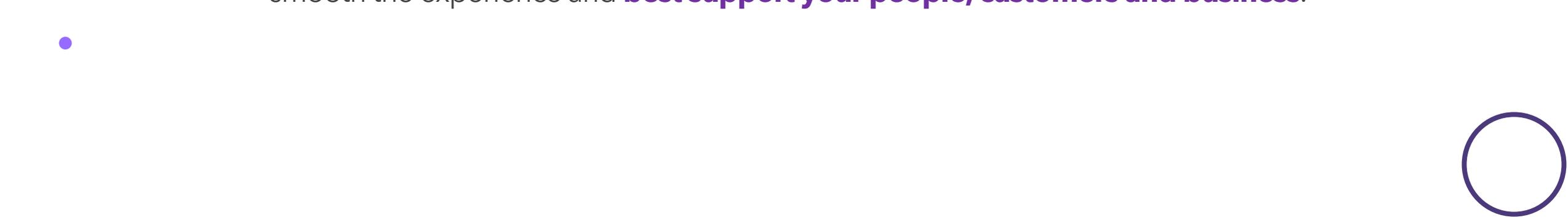
There are more people than ever working remotely right now. Many may feel unprepared, uncertain or inexperienced in how to operate effectively in this situation.

At this time of **extreme and unprecedented change**, we're all being asked to adapt at pace, perhaps working remotely for the very first time or without all the usual tools, support or leadership that makes up our regular working environment.

So why is the current climate quite so challenging? Some key factors are...

- required to exercise greater self motivation**
- working under pressure without physical support/leadership**
- underlying uncertainty about job security and personal impacts of pandemic**

this pack is designed to help you and your teams address some of the key challenges in order to smooth the experience and **best support your people, customers and business.**

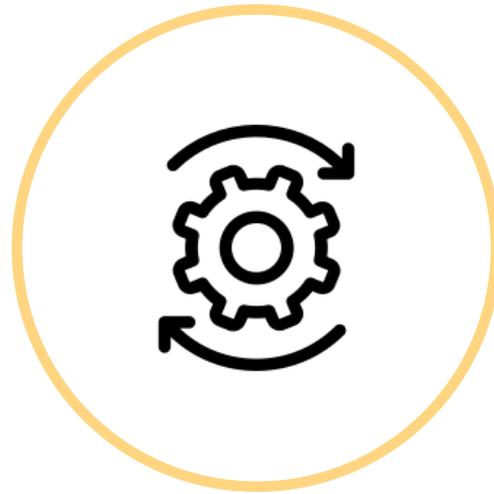




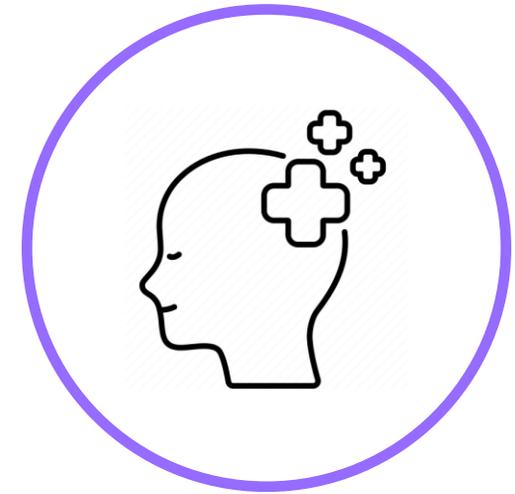
THE THREE STAGES



SETTING UP FOR
SUCCESS



REMAINING
PRODUCTIVE



ADDRESSING MENTAL
HEALTH

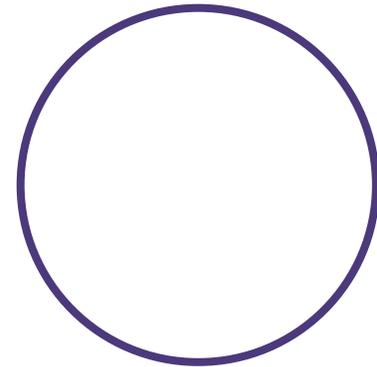
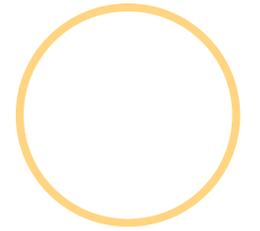


SETTING UP FOR SUCCESS

- RECOGNISING THE CHALLENGES

Points to consider around your new working set up to help you stay focused, feel effective and supported.

- **Physical workspace** - are you someone who spreads work out and needs a lot of space or manage a neat workspace? Find an area where you are comfortable, without constant interruptions and that feels like a work space.
- **Connection & contact** - do you find it relatively easy to work independently or will you require team interaction to help keep you motivated?
- **Work/life balance** - do you find it easy to switch between work and home mode? What might help?



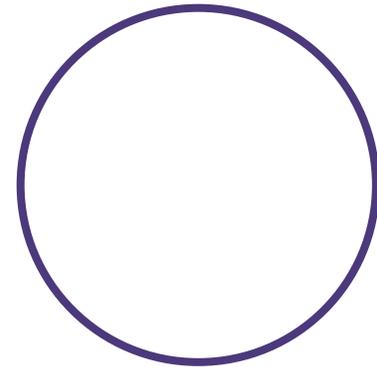
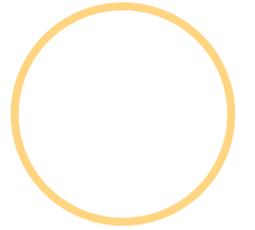


SETTING UP FOR SUCCESS

- CREATING ROUTINE

We can take the structure of a work environment for granted, but working remotely will require a little more self-motivation to stay on track.

- **Start & stop** - what will you put in place to ensure you work effectively for the appropriate hours and can switch off at the end of the working day?
- **Breaks & flex** - what measures could you take to ensure you physically move, take appropriate breaks from screen time and interact with others across the day?
- **Work persona** - what personal prep helps you to feel in work mode on a daily basis, that you could continue at home despite the fact you may feel it's not necessary?



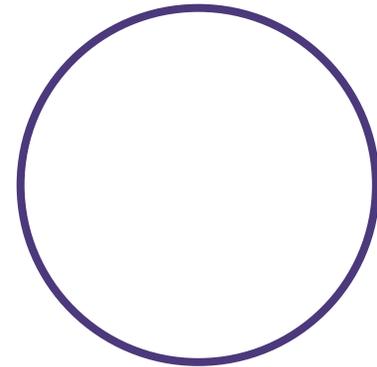
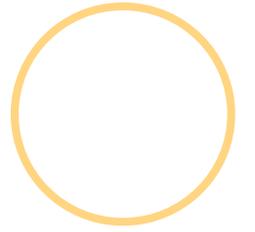


SETTING UP FOR SUCCESS

- ROBUST NETWORK AND TECHNOLOGY

With lot's of people making adjustment to home working, it's more important than ever to set expectations and agree contact strategies with colleagues.

- **Network refresh** - who could you contact in your network to establish how you'll work together in this situation to ensure smooth collaboration?
- **Be creative** - are there opportunities to alter some of your current 'ways of working' and meetings, to adapt to the challenges of this remote working environment?
- **Leadership** - what do you need from your leadership or manager by way of tech, communication and engagement to feel supported and to be effective?



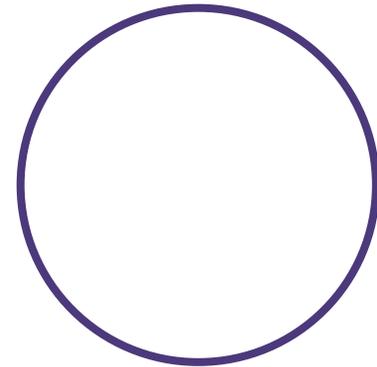
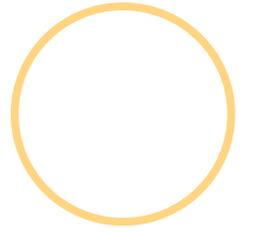


REMAINING PRODUCTIVE

- CREATING ACCOUNTABILITY

We have the opportunity to consider who and what we need to help keep us accountable, deliver objectives and stay on track as we transition to working in silo.

- **Targets** - how will you document and track what you need to achieve each day and week, so you can recognise challenges and ask for support if needed?
- **Colleagues** - are you someone who can keep them selves on track, or are there certain areas where you'd benefit from buddying up with colleagues?
- **Replicate** - do you normally have formal or informal team catch ups throughout the day that can be maintained via group calls/ video chats? This can be useful to stay aligned on priorities and maintain a sense of team.



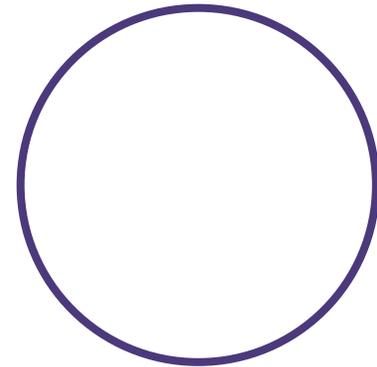
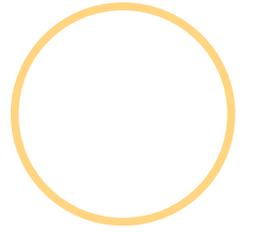


REMAINING PRODUCTIVE

- OPTIMISING YOUR TIME

More than ever we will need to be structured in our approach to work; agreeing and meeting expectations and using our time effectively.

- **Rocks vs Sand** - how will you clarify and prioritise the most important pieces of work without getting drawn into less pressing activities that absorb a lot of time but deliver low value or sense of achievement?
- **Diary** - can you use your diary more effectively to ensure you place the right levels of time and effort on the various tasks required to do your job ?
- **Set rules** - what boundaries and rules can you set out in your home environment to limit interruptions, mental boredom and becoming all too easily distracted?



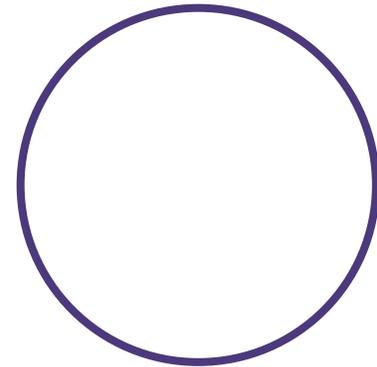
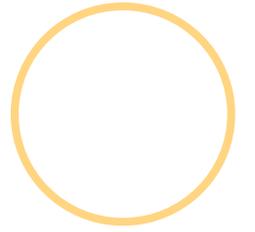


REMAINING PRODUCTIVE

- MOBILISING SUPPORT & CONNECTIVITY

It's important to understand what you can expect from colleagues and leadership in terms of tools and support during this period.

- **Network** - who are those people who are going to be pivotal to your success whilst working from home?
- **Collaborate** - how will you establish new levels of communication and collaboration to optimise your contribution and ensure you feel fully engaged?
- **Support** - are you fully aware of what is available to you in terms of business updates, tech and HR support to smooth the process and encourage efficient working practices?



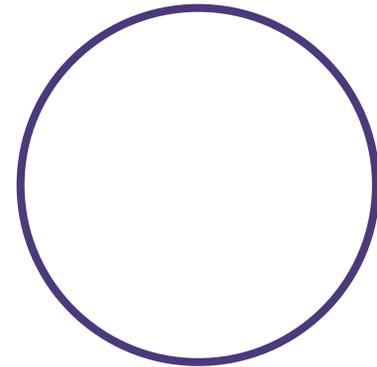
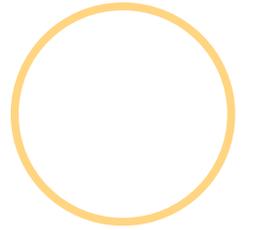
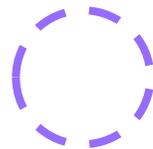


ADDRESSING MENTAL HEALTH

- RECOGNISING STRESSES

Stress is a state of mental or emotional strain or tension resulting from adverse or demanding circumstances and can manifest differently for different people.

- **Physical** - can you find ways to ensure you maintain physical movement in your routine to keep your body healthy and manage risks of stress affecting you?
- **Emotional** - are you aware of any changes in your levels of patience, anxiety, temperament or mood?
- **Behavioural** - do you recognise any changes in your living patterns that might impact your wellbeing and work, such as staying up late, broken sleep, changes to nutrition?



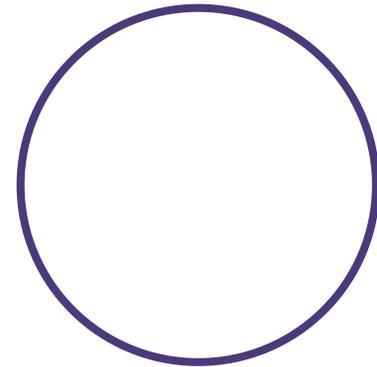
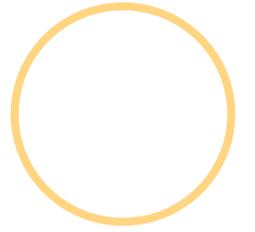


ADDRESSING MENTAL HEALTH

- CREATING RESILIENCE

Resilience is what helps us to recover from setbacks and face effectively into challenges, something we all benefit from at work, especially right now.

- **Purpose** - are you clear on your purpose within the business? Understanding your place and value in your organisation can help promote feelings of self worth and resilience.
- **Problem solving** - do you feel you have the tools and support in place to tackle and resolve challenges? This in turn boosts confidence in our ability.
- **Optimism** - are you someone who finds it easy to think positively and focus on how to reach a preferred outcome, or do you need some support in this area?



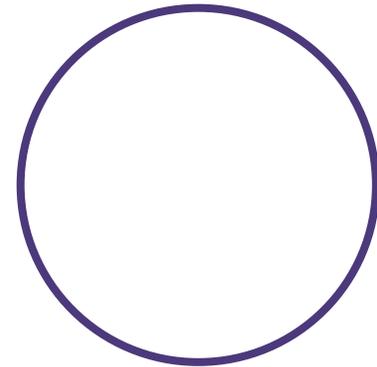
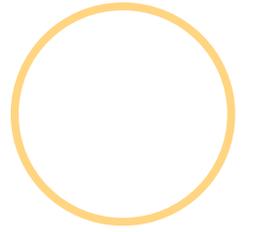


ADDRESSING MENTAL HEALTH

- MAKING PERSONAL ADJUSTMENTS

Our emotional wellness has the capacity to affect our mood, judgement, behaviour and productivity, and can be impacted by our working environment.

- **HR Support** - are you fully aware of the support services available to you through your organisation and where to find the relevant resources?
- **Good practices** - do you incorporate wellbeing practices in your weekly routine on a regular basis to maintain a general sense of well being or is this something you might be able to explore?
- **1-2-1** - *can you recognise if you would benefit from additional support or contact from your manager to help you manage this new way of working?*





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