

WORK FROM HOME 101

THE 5 ESSENTIAL TIPS

1

INSTITUTE DAILY CHECK-IN-CHATS

- Use Check-In-Chats for every level of your organization
- Communicate with everyone every day for 15 mins
- People thrive on routine, make this the new normal
- Tailor your Check-In-Check to the individual— it's about them
- Ensure needed information 100% complete before delegating

2

MANDATE THE USE OF OFFICE DIARIES

- Share office diaries amid all team members
- Split the day in 30-60 mins blocks
- Have everyone log these blocks in their diary
- Allow for short breaks and a set-time for lunch
- Coach people in structuring their daily rhythm

3

USE STANDARDIZED PROCESSES TO MINIMIZE COMMUNICATION NEEDS

- Document the standards you have as fast as you can
- Start standardizing your important processes now

4

ESTABLISH BLOCKER PROTOCOL

- Setup a 'Blocker' channel in your chat tool
- Make everybody a member of this channel
- Be clear when to use it and agree expected reaction time
- Solve raised Blockers ASAP—this is your highest priority
- Solving blockers keeps the team working
- Reward people reaching out for help

5

REMIND ABOUT HOME OFFICE SPACE

- Gives the feeling of 'going to work'
- Creates natural boundaries for social environment

