

# COMMUNICATE AND WORK EFFICIENTLY



## TIPS AND TRICKS

for remote working and during COVID-19 crisis

### PROVIDE CONTEXT IN YOUR COMMUNICATIONS

Do not assume that people understand your intentions and goals.

### ESTABLISH A REGULAR WORK SCHEDULE

- o Have an entry and exit time that will remain the same.
- o Do not negotiate with yourself (e.g. take a 1 hour break instead of 15 minutes and say you will catch up later).

### GIVE YOURSELF DAILY GOALS AND TASKS

### ORGANIZE YOUR WORK IN SMALL STEPS AND PLAN SHORT BREAKS BETWEEN TASKS

### DON'T FEEL BAD ABOUT WORKING AT A DISTANCE

- o Give your 100% as you would normally do
- o Make quality, usefulness and results your priorities, do not try to compensate with more time spent on a task.

### TAKE TIME TO BE EMPATHETIC AND UNDERSTANDING.

INDIVIDUAL STRESS AND CIRCUMSTANCES MAY SURPRISE YOU

### DO NOT FORGET ABOUT FUN AND YOUR HEALTH

- o Participate in moments of exchange like virtual team games, contribute to an informal chat meant to ventilate and exchange.
- o Do not hesitate to take moments of relaxation and discuss about your personal and professional obstacles. Do not forget about yourself.

