



Working from Home: New Realities and New Technologies

Presented by Latino Commission on AIDS
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Poll

How many virtual meetings/webinars/virtual events have you attended in the past two months (since the beginning of the whole COVID 19 episode)?

- Zero (this is my first event since COVID19)
- 1 to 5
- 6 to 10
- I've lost count

WHAT
YOU
NEED
TO
KNOW



Our New Reality

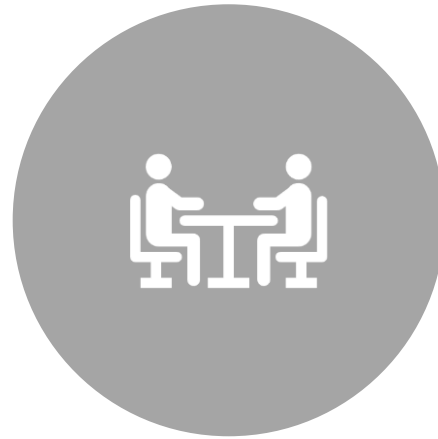
- Working virtually from home and having to adapt to competing priorities
- “Virtual Team Dynamics”
- Staying productive through self-management
- The realities of your new workspace(s)



Adapting to Competing Priorities



BE UPFRONT WITH YOUR TEAM, CO-WORKERS, SUPERVISOR(S) ABOUT YOUR NEW REALITIES



DISCUSS WHAT WORKING FROM HOME MAY MEAN TO YOU AND FOR YOUR EMPLOYER



BEING FLEXIBLE WITH YOUR WORK TIME

Re-thinking Communication

- How and when do we communicate with each other?
- When do we use text vs. email vs. chat vs. Zoom?
- Plan and schedule regular meetings, check-ins

A man with glasses and a mustache is eating a sandwich outdoors. He is wearing a green and white checkered shirt over a white t-shirt. The background shows a park-like setting with trees and a red canopy tent. A semi-transparent circular overlay is on the left side of the image, containing text.

Re-thinking Communication

What to do if or when you are “offline”?

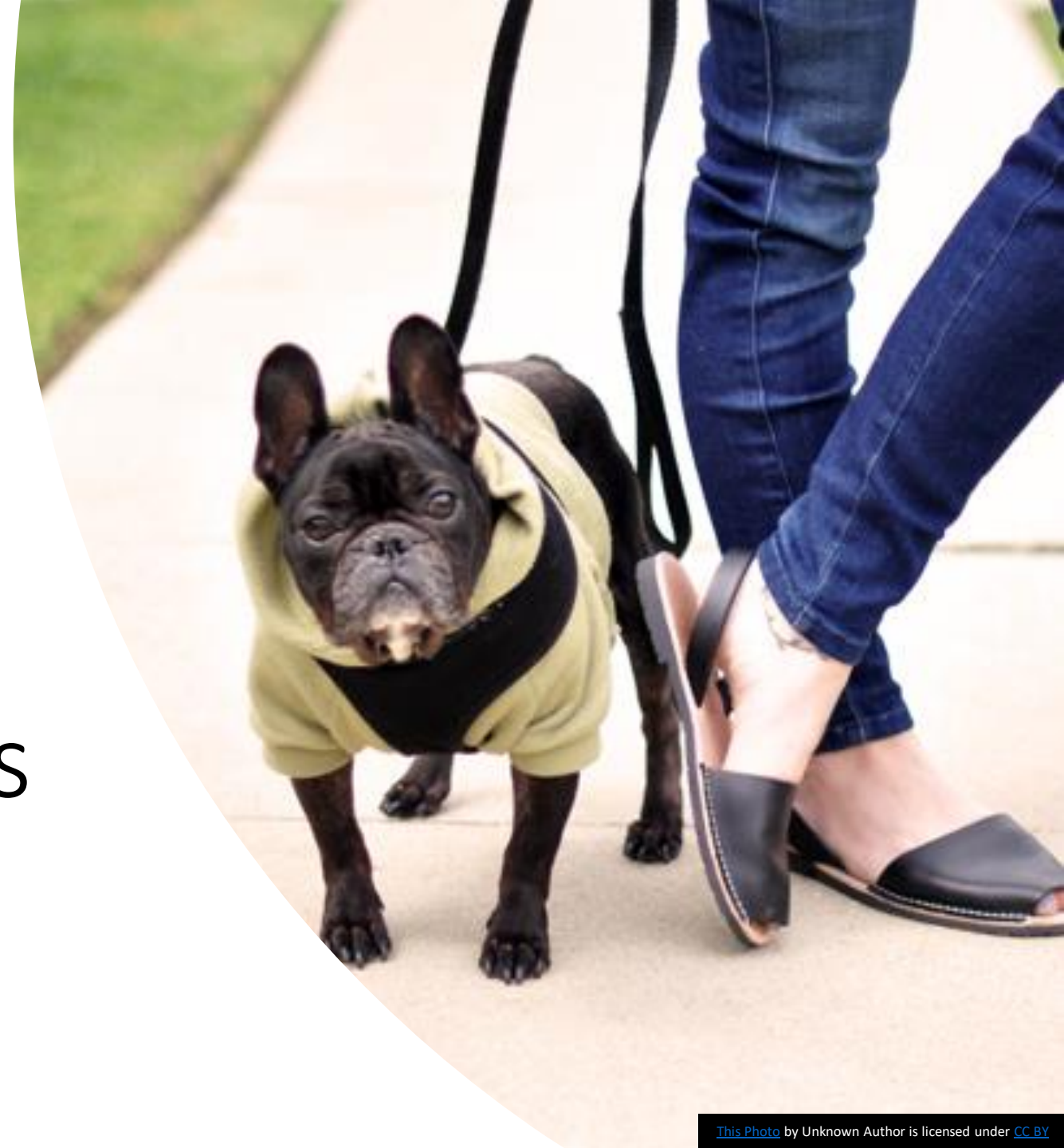
What to do if or when you are
“offline”?

Re-thinking Communication



Re-thinking Communication

When you're
"offline" or "non-
responsive", what's
communication
plan?



POLL

What do you miss the most from you office/work?

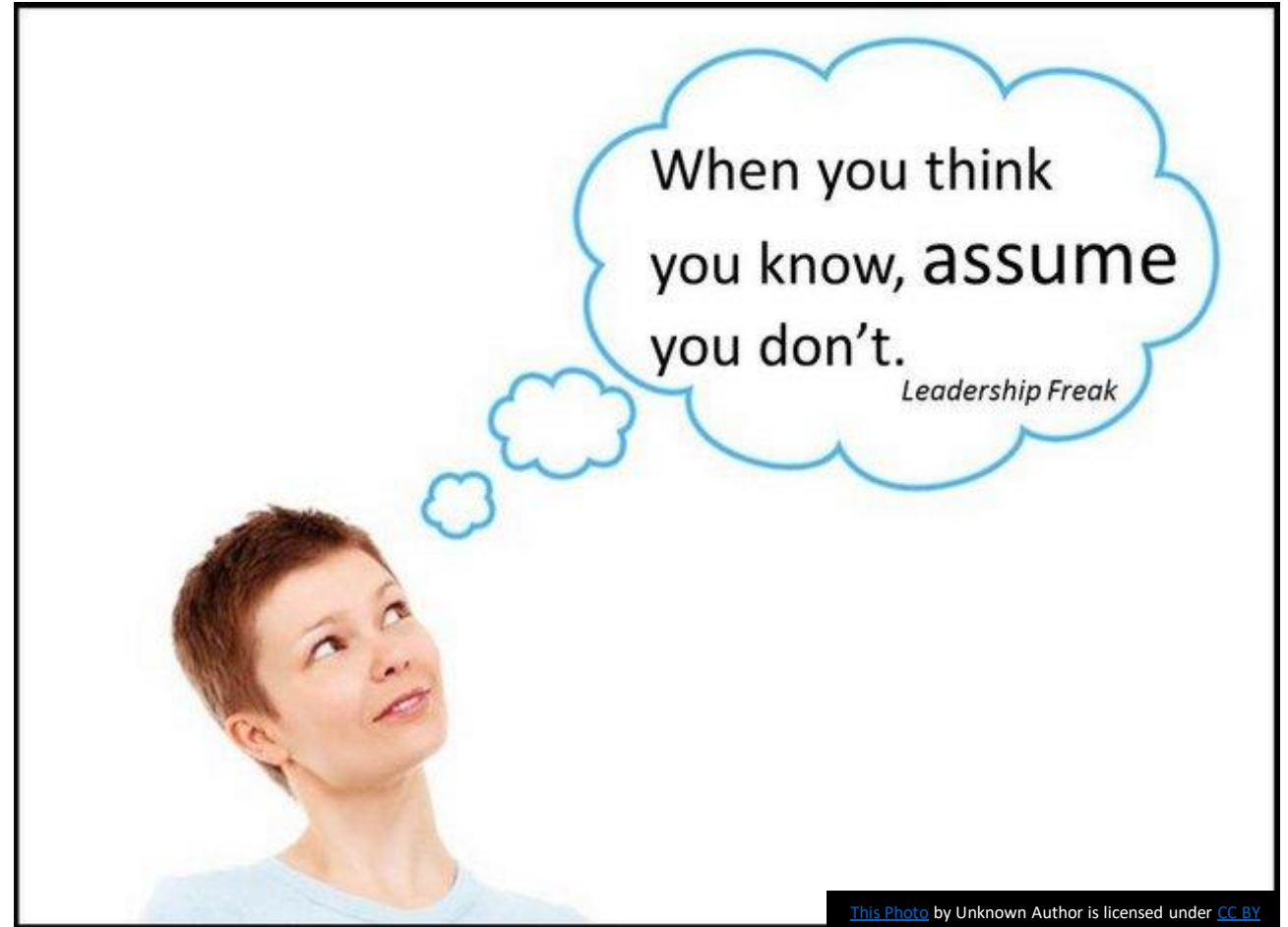
- PC with two or three monitors
- Checking in/Support from co-workers
- Having breaks/lunches
- My comfy office chair
- Getting dressed for work
- My supervisor/boss
- The chisme/gossip
- I don't miss anything

Virtual Team Dynamics

- Recreate/replicate the camaraderie
- Check-in with co-workers; the team
- Aware of your team members/co-workers

Virtual Team Dynamics

Presume a mistake
before assuming it
was/is intentional



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It's okay to use appropriate humor!

Virtual Team Dynamics



PRODUCTIVITY



Our New Reality
Self-Management

POLL

Which of these do you use/or have used to help stay on track with work/tasks?

- Outlook Tasks/ Microsoft To-Do
- Monday.com
- Asana
- Wunderlist
- Alexa/Siri
- Old school (excel or plain ole pen/paper)
- Que “to-do-list” y que nada, I have it all in my head

New Reality of Self-Management

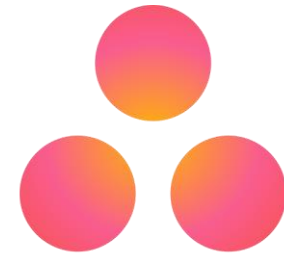
- Staying focused while **managing competing priorities**
- Structuring your day
 - May not ways fall between 8a-5p, but
 - Must always find a shutoff time – close up shop
- Creating useful “To-do” lists



Self-
Management
Tools



Wunderlist



asana

AN INTRODUCTION TO GETTING THINGS DONE®

PRESENTED BY

David Allen



Self-management Models

POMODORO TECHNIQUE®

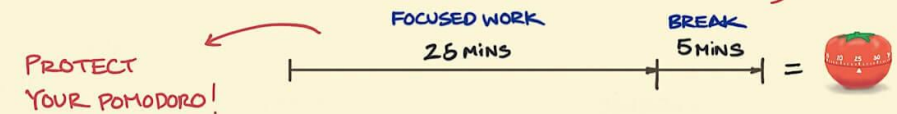
A SIMPLE METHOD TO BALANCE FOCUS WITH DELIBERATE BREAKS



- 1 PLAN YOUR TASKS
How many pomodoros might you need?

- 2 DO 1 POMODORO
Time for 25 mins then take a 5 min break

NO SNEAKY
WORKING!



- 3 REPEAT x 4 POMODOROS
Then take a longer break







Allow yourself to be vulnerable



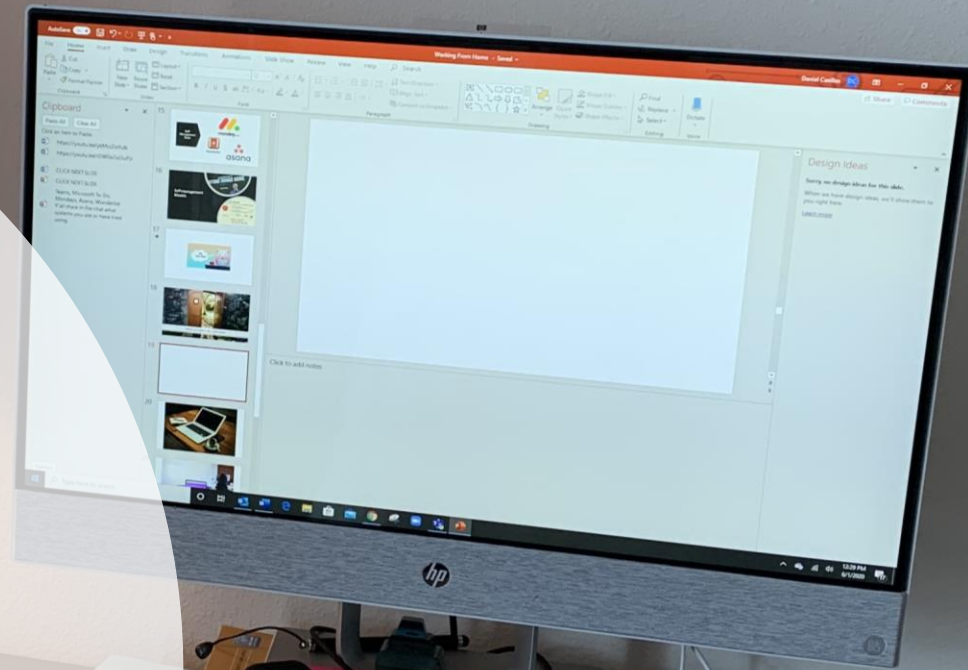
This is my workspace

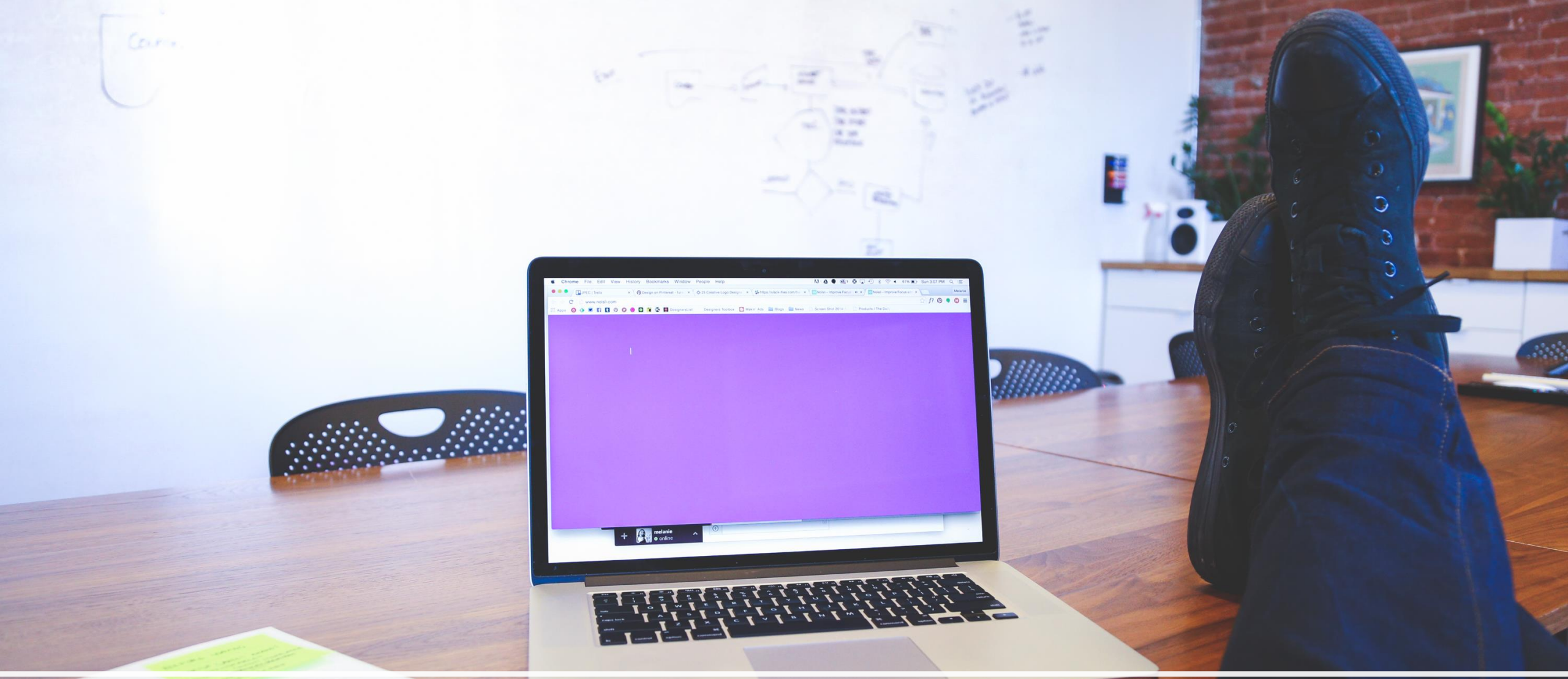




Your work space

- Dedicated and mostly quiet space
- Mix up where you work
 - Some days you sit/stand
 - Walking meetings
 - Virtual coffee breaks





Stretch it out





Work Space Expectations



Quiet times



Schedules



Signs/door hangers



Pets/children/spouses/SO/roommates





Contact

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References

- The Best Thing About Working From Home, It's A Southern Thing <https://youtu.be/KTsiNf-s3aI>
- Work-from-home-fails, The Ellen Show <https://youtu.be/rOWGe7uOuPU>
- Working From Home Tips, HuffPost <https://youtu.be/kQCdB1ZpMAk>
- How to be a good remote worker: <https://www.flexjobs.com/blog/post/webinar-recording-how-to-be-a-good-remote-worker/>
- Google Remote Work <https://grow.google/remotework>
- Working From Home Tips, HuffPost <https://youtu.be/kQCdB1ZpMAk>