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
Re-thinking Communication

What to do if or when you are “offline”?
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Re-thinking Communication
Re-thinking Communication

When you’re “offline” or “non-responsive”, what’s communication plan?
What do you miss the most from your 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

When you think you know, assume you don’t.

Leadership Freak
It’s okay to use appropriate humor!

Virtual Team Dynamics

WHAT WOULD YOU SAY
You do here?

ITS WEDNESDAY
And I still can’t find the motivation
Our New Reality
Self-Management
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

- Monday.com
- Wunderlist
- Asana
Self-management Models

**POMODORO TECHNIQUE**

A 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

3. **REPEAT X 4 POMODOROS**
   Then take a longer break

**PROTECT YOUR POMODORO!**

- FOCUSED WORK: 25 mins
- BREAK: 5 mins
- NO SNEAKY WORKING!
Oh, time flies!
Allow yourself to be vulnerable
Your work space

- Dedicated and mostly quiet space
- Mix up where you work
  - Some days you sit/stand
  - Walking meetings
  - Virtual coffee breaks
Stetch it out
<table>
<thead>
<tr>
<th>Expectations</th>
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<tbody>
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<td>Quiet times</td>
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<td>Schedules</td>
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<tr>
<td>Signs/door hangers</td>
</tr>
<tr>
<td>Pets/children/spouses/SO/roommates</td>
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</tbody>
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References

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