

WORK FROM HOME (WFH) eBook

Our New Normal

For Self. Teams. Organizations

CORONAVIRUS



Work Effectiveness
for Individuals & Teams



Feelings in Check
for Stable Mind. Body. Heart. Soul



Holistic Adaptation
to run Organizations As Usual

Work From Home (WFH) during the COVID 19 phase.

How has life changed for you through this lockdown?

Are you satisfied with the way you are managing work-life integration?

How has WFH been for you – mentally, physically & socially?

Have you been able to adapt to this new normal?

To manage & tackle unforeseen emergencies better, here's a Beginners' eBook for Individuals, Managers & Businesses.

I am not able to manage both work & personal life. What can I do?

1. Stand back & try to identify unnecessary tasks in your day
2. Do you daily create a To-do list? If not, then start today
3. Give yourself deadlines
4. Discuss with your manager

How can I ensure physical fitness & mental wellness?

1. Have a healthy diet plan (schedule your meals, eat home cooked food, eat 75% of your usual diet)
2. Schedule time for movement (Yoga, On-Spot-Jogging, Virtual Work-Out Sessions)
3. Find your mode of meditation (could be cooking, listening to music, taking a nap, spending time with kids)
4. Restrict negative, stressful information (read positive stories, share credible news)

How do I manage with no personal space?

1. Have a work routine
2. Do you have your own dedicated work area? - Try makeshift work spaces (floor, dining table, kitchen table top)
3. Create & call out your personal physical space
4. Set boundaries for family & ask them to respect your work time

How do I measure performance & ensure my team is working effectively?

1. Ensure clarity of individual roles & assign deadlines
2. Have virtual one-on-one connects
3. Encourage, motivate & provide timely feedback basis performance
4. Keep a check on Emotional & Mental wellbeing of your colleagues



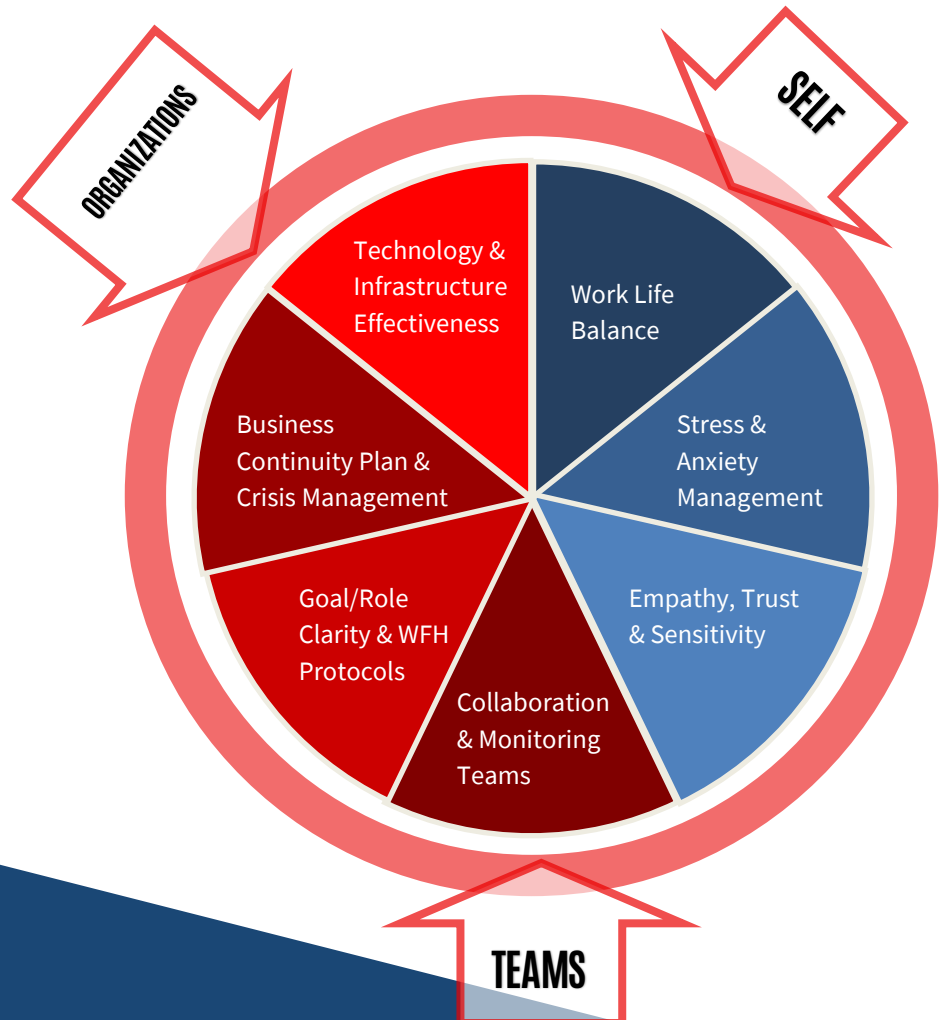
Practice Positivity & Self-Acceptance

Protect your teams & colleagues

Limit social media & negative COVID 19 talks

Make time for self-reflection & learning

Support your Leaders & Organizations



WFH FOR SELF & COLLEAGUES

CHALLENGES FACED

1. Performance anxiety
2. Unable to manage time as the line between 'work' & 'life' becomes invisible
3. Poor concentration due to increased distraction
4. Ambiguity due to lack of constant human contact
5. Feeling of reduced personal sense of productivity & work satisfaction
6. Sense of fear – overwhelmed by news headlines & job insecurity

CHECKLIST FOR EFFECTIVE WFH

Work – life Balance

1. Set a Standard routine – continue rising early & sleeping on time
2. Use early mornings to focus on self
3. Set S.M.A.R.T goals for your week/month
4. Set clear boundaries between work & personal time
5. Call & reconnect with your loved ones

Health & Mental Wellness

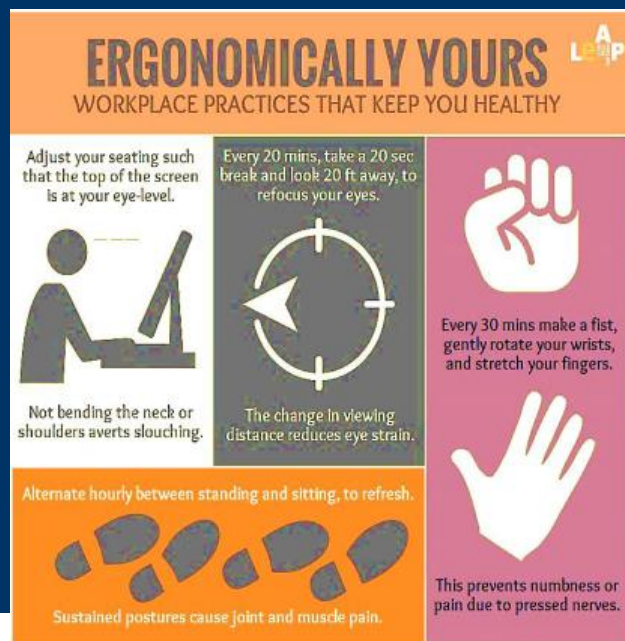
1. Create a designated work space
2. Schedule home workout/yoga sessions
3. Do something you love everyday
4. Listen to comforting music

Give yourself the Kick of Productivity

1. Prioritize tasks on to-do list of the day
2. Close your biggest task before 10AM
3. Learn something new each day
4. Try & walk while you take your calls, if possible
5. Maintain a healthy diet

Be Visible at Work

1. Share regular status updates with line manager
2. Allocate dedicated time to respond to mails/calls
3. Communicate effectively – adapt to your listener's communication style
4. Be responsive & communicate your breaks/time off



ERGONOMICALLY YOURS
WORKPLACE PRACTICES THAT KEEP YOU HEALTHY

Adjust your seating such that the top of the screen is at your eye-level.
Every 20 mins, take a 20 sec break and look 20 ft away, to refocus your eyes.
Not bending the neck or shoulders averts slouching.
The change in viewing distance reduces eye strain.
Alternate hourly between standing and sitting, to refresh.
Sustained postures cause joint and muscle pain.
Every 30 mins make a fist, gently rotate your wrists, and stretch your fingers.
This prevents numbness or pain due to pressed nerves.

Jim Rohn says, our bodies are the only place we have to live. It is sacrosanct, and we need to ensure care. Ergonomics help us do exactly that!

Infographic by: <http://leap.ericids.com>

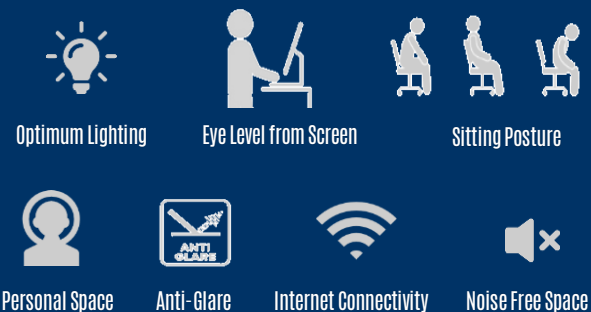


HOME OFFICE ALTERNATIVES

What can I use if I do not have a work desk/ chair?

1. Dining table or kitchen breakfast tables
2. Spare room or store room or garage
3. Use a pile of books to simulate a table

Keep following in mind regardless of your desk type:



Optimum Lighting Eye Level from Screen Sitting Posture

Personal Space Anti-Glare Internet Connectivity Noise Free Space

WFH FOR TEAMS & MANAGERS

MANAGERIAL CHALLENGES

1. Issues with respect to Collaboration & Co-ordination
2. Adjusting to different working styles of employees
3. Reduced face to face interactions
4. Time & Goal management
5. Issues arising out of lack of direct interpersonal communication
6. Presence of Apprehensions & Trust deficit
7. Struggles in Tracking work & performance
8. Challenge ensuring Timeliness & Meeting deadlines



CHECKLIST FOR EFFECTIVE WFH TEAMS

Collaboration

1. Weekly team bonding virtual connects
2. Allocate intra-team coworking projects
3. Regular virtual meetings to discuss daily tasks, sharing stories, challenges & achievements
4. Create weekly team plans & goals to keep up the spirits
5. Maintain transparency & socialize a conflict resolution protocol

Effective Communication

1. Empathy & sensitivity towards colleagues, concerns, mindsets & needs
2. Clearly communicate daily/weekly goals & timelines
3. Have a mechanism for redressal of grievances
4. Create virtual counselling session for colleagues (address depression, loneliness, social anxiety, fears, uncertainty)
5. Engage in an open dialogue about crucial issues
6. Ensure Leadership/Organizational communication is cascaded effectively to all levels

Effective Management

1. Be aware of your colleagues' challenges & acknowledge their concerns
2. Provide regular clarity on targets/expectations
3. Use opportunities to individually bond with employees
4. Schedule regular one-on-one catch up meetings
5. Virtual role modeling – maintain transparency, consistency, calm & extend support



QUICK TIPS TO IMPLEMENT

Create a Daily List Priorities per member

Share member Success Stories every week

Provide clear Meeting Minutes & Summaries

Ask. Paraphrase. Acknowledge. Confirm (APAC)

Listen to Concerns. Provide Feedback.

Enable Solutions

Team member led Weekly Learning Sessions

Extend special support of flexibility to Women colleagues & Persons with Disabilities

REMOTELY WORKING ORGANIZATIONS

Current & Future Organizational Challenges

1. Financial jeopardy resulting into an impending financial crisis
2. Reduced Productivity levels
3. Reduction in demand as well as supply of services
4. Revenue challenges for organizations
5. Business Crisis & Measure of Disaster Recovery

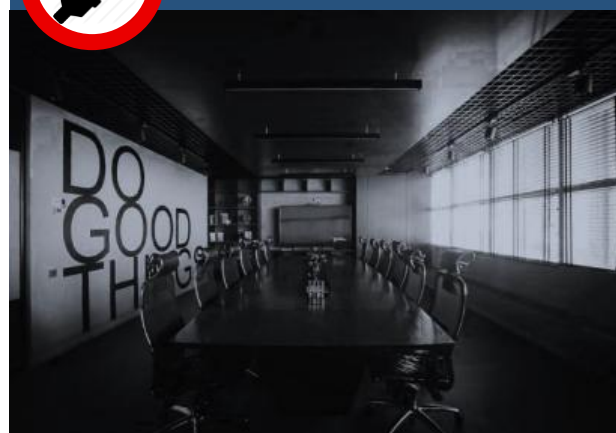
WFH GUIDELINES

1. Formulate clear & well-defined procedures to be followed during WFH
2. Design & socialize actionable Crisis Management & Business Continuity Plans
3. Guidelines must focus on continual response in time & space
4. Begin with Acknowledging & Accepting the current situation
5. Provide effective Technology support & trainings
6. Create internal important data backup (Examples: OneDrive, Dropbox, Google Drive)
7. Activate different modes of communication (Examples: Skype, Hangout, Zoom, Microsoft Teams)
8. Task management applications can be deployed (Examples: Basecamp, HubSpot, Slack)
9. Build & Promote a culture of Trust. Flexibility. Empathy
10. Set realistic & clear expectations
11. Invest in people. Communicate openly/transparently & alleviate their fears
12. Also invest time in regular & effective Communication with external customers
13. Allocate a Grievance Advisor/Coach/Mentor (Go-To-Buddy) for individuals
14. Ensure significant concerns are addressed in a timely manner
15. Ensure end-to-end structural socialization & sensitization during difficult organizational communications
16. Pre plan, preempt & proactively articulate next steps

POSITIVE KNOWLEDGE TRANSFER

How can we support positivity & eliminate fear?

1. Share Credible Facts with your teams
2. Conduct weekly Webinars to discuss Positive News highlights
3. Share Accomplishments & Small Wins
4. Be vocal about Appreciations & Recognition
5. Set time for Virtual coffee breaks & lunch hours



RESET. RELEARN. RENEW



1. [The 7 habits of Highly Effective People](#) – Stephen Covey
2. [Manage your Day-to-Day](#) – Jocelyn K. Glei
3. [12 Rules for Life: An Antidote to Chaos](#) – Jordan Peterson
4. [The 5 AM Club](#) – Robin Sharma
5. [Ikigai](#) - Héctor García, Francesc Miralles

1. Influence without Authority
 2. Relationship Building & Team Cohesion
 3. The Art of StoryTelling
 4. Confidence & Self Esteem
 5. Organizing & Task Management
 6. Emotional Intelligence
- (Platform examples: Coursera, Udemy, Upgrad, EdX)



1. [Sully](#) (Movie)
2. [Forrest Gump](#) (Movie)
3. [The Pursuit of Happyness](#) (Movie)
4. [Tribal Leadership](#) (TEDTalk)
5. [How to Cope with Anxiety](#) (TEDTalk)
6. [Short TEDTalks Break-time](#)



START. STOP. CONTINUE. RESET!

1. What should you START doing from today to be more effective while working from home?
2. What do you need to STOP doing to maximize your potential during this lockdown phase?
3. What can you CONTINUE doing to amplify your strengths?
4. What are the behaviours & emotions that you need to RESET?

