Virtually There

Tips to stay productive and engaged while working remotely.

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**FOCUS**
1. Create a dedicated workspace
2. Remove distractions from your workspace
3. Plan your day
4. Don’t multi-task
5. Keep to a regular schedule

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**COMMUNICATION**
1. Use multiple modalities – email, text, video calls
2. Communicate for connection and not just tasks
3. Be cognizant of time zones
4. Overcommunicate – share and ask more
5. Tune into tone, word choice, and other verbal cues

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**TECHNOLOGY**
1. Set up and test all connections and devices in advance
2. Silence distracting technology (such as incoming texts)
3. Notify your meeting attendees if you intend to use webcams
4. Tap into collaborative online tools to enable teamwork on projects
5. Leverage online communities to share and support

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**BALANCE**
1. Establish a proper beginning and end to your day
2. Take frequent breaks
3. Plan nutritious meals and snacks
4. Avoid isolation by remaining connected to others
5. Remember to frequently stretch, stand up, move around

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**CONNECTION**
1. Reach out to connect on personal levels
2. Schedule frequent check ins
3. Spend time at the outset of meetings building rapport through ice breakers
4. Leverage collaborative technology
5. Don’t underestimate the power of an emoji to communicate and keep-it-light

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