Convergence Networks

Best Practices for Working Remotely

We live in a unique moment when technology allows us to remain connected during times of uncertainty. Digital platforms like Microsoft Teams create opportunities to continue our work even when we can't connect in person. As many companies rush to mobilize a remote workforce due to complications from the COVID-19 outbreak, it's important to implement these technologies in a way that not only empowers but protects your company and your teams.

To help you explore ways to activate your remote workforce, we've put together a list of best practices to keep in mind.

Business Owners and Leaders

Start with Strategy

Truly empowering a remote workforce requires a measured and methodical approach. Resist rushing in without a strategy which includes equipment, software and security needs. This is uncharted territory for many businesses and it's important to create a strategy which empowers workers without creating risk. As you build your system, spend strategically and hold off hiring for non-critical roles.

Prioritize Security

Protecting your data should be the top priority when setting up your remote workforce. If you don't already use measures like Multi-Factor Authentication, now is the time to connect with your IT team or provider.

Keep Your Meetings

A virtual meeting platform, like Microsoft Teams, will allow you to shift meetings to a virtual environment without disrupting workflow. The current situation will eventually pass and keeping momentum going is crucial to continued business success.

Be Proactive

Every company is reacting to current events, reach out to your vendors and providers to understand the impact these events are having on their business. Being proactive will allow you to adjust to changes your partners may be making to their workflow.

Staff Recommendations

Stay Connected

It's important when working remotely to stay closely connected to management and your teams. A virtual meeting platform like Microsoft Teams lets you keep your meetings so you can maintain clarity on what you're working on and how you can keep your work on track.

Customize Your Workspace

Being deliberate about your workspace will help you avoid distractions and stay on task. Instead of camping out on the couch, spend some time creating a space dedicated to your work. Try to replicate the set up in your office if possible.

Keep Your Routine

Establishing a routine that reflects your regular work schedule will help you stay focused and stay mentally healthy. Get up at a regular time, shower and eat breakfast like you do when working at the office. You may not wear a suit and tie but dressing for business will help you settle into the right mindset and you'll be prepared for impromptu video calls.

Take Regular Breaks

As you build your routine be sure to include regular breaks. Take your dog for a 20-minute walk or go on a short bike ride to break things up. Be deliberate about taking meal breaks and eating away from your desk. You'll be surprised how these breaks can help reduce stress and refocus your attention.