

Work remotely and manage virtual teams

PRODUCTIVITY TIPS FOR PEOPLE MANAGERS



1 Set your team up for success

- ✓ Discuss and agree on work-from-home rules of engagement within your team
- ✓ Set clear expectations and monitor regularly
- ✓ Ensure each of the team members is aware of their objectives/KPIs
- ✓ Provide appropriate tools and system access required to perform tasks at home
- ✓ Set up group chat with your team



2 Maintain ongoing engagement

- ✓ Frequent team meetings (weekly/daily) and individual follow-ups
- ✓ Engage with your team members during the day and make time for small talks
- ✓ Use video capabilities during the calls to build rapport
- ✓ Have regular Whatsapp updates to keep your team engaged and motivated



3 We are in this together

- ✓ Be empathic with the current situation, practice active listening
- ✓ Encourage positive communications and mindset within the team
- ✓ Build trust; focus on the goals, not activity; avoid micromanagement
- ✓ Encourage the team to take care of their physical and mental wellbeing
- ✓ Take care of your own physical and mental wellbeing



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Ways to stay **PRODUCTIVE** while working from home



BUILD A HEALTHY DAILY ROUTINE

Work from home does not mean that you have to be “on” all the time. Build habits that help you maintain a sense of normalcy.

01



MAINTAIN **REGULAR** WORK HOURS. **AVOID OVERTIME.**

SET PRIORITY

02

START AND END YOUR DAY WITH A ROUTINE

AM: wake up, get dressed etc.
PM: take a walk, have coffee etc.



04



SET A DEDICATED **WORK STATION** AND **GROUND RULES** AROUND IT

E.g. Kids not to disturb during work hours.

03

SET FREQUENT BREAK TIMES FOR LUNCH/COFFEE



TAKE CARE OF YOUR PHYSICAL & MENTAL WELLBEING



Change of work environment often causes stress and anxiety. A healthy body and mind will keep you stay productive during this period.

05

STAY ACTIVE. EXERCISE WHENEVER POSSIBLE.



07

MAINTAIN BREAKFAST/LUNCH SCHEDULE. **DON'T SKIP MEAL**



06

SET YOUR DESK AND CHAIR AT **OPTIMAL HEIGHT** FOR A **HEALTHY POSTURE**



08

STAY POSITIVE WE ARE IN THIS TOGETHER



STAY CONNECTED WITH YOUR TEAM



It's easy to feel lonely while working from home. Stay connected with your team to maintain your motivation.

09



CHECK IN WITH YOUR TEAM FREQUENTLY. MAKE TIME FOR **SMALL TALKS**

10



USE **VIDEO** CAPABILITIES DURING MEETINGS

11



KEEP YOUR TEAM INFORMED ABOUT YOUR **PRIORITY & WORK PROGRESS.** **OVERCOMMUNICATE** IF NEEDED.

12



ENSURE YOU HAVE ALL THE **TOOLS AND ACCESSES** REQUIRED TO COMPLETE TASKS REMOTELY