REMOTE WORKER WELL-BEING: MANAGING YOUR TIME, ENERGY, AND ORGANIZATION
EVENT ID: 4954958
EVENT STARTED: 3/9/2022 1:00 PM ET

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Thank you all for joining us today for Remote Worker Well-Being: Managing Your Time, Energy, and Organization. I'd like to now introduce our presenter, Mary Beth Ringer. Mary Beth Ringer is a licensed clinical social worker in the state of Washington and in Oregon. Working out of Seattle, Mary Beth has had the privilege to provide employee assistance services to federal supervisors, employees, and their families. In addition to EAP counseling services, she helps manage critical incidents, grief groups, and provides supervisor consultations. We are happy to have her with us today to share her knowledge with you. And with that, I'll turn it over to Mary Beth to begin the presentation.

Okay, good morning, everybody. Hopefully I can be heard well. I am trying to see if I have control of the slides at this point. Let's see.

Yes, you should Mary Beth.

Oh boy. I am not seeing that I have it. So. Yeah, I do not have control of the slides from here.

Let me pass it to you again. See if it works this time. Okay, how about now.

Now I am the presenter it says. Let's see if that does it. There we go.

Great.

Thank you so much. Typical for working remotely, you all can probably relate to an interaction like that. Just to start today wanted to start off with a couple -- to get a feel for the experience of the folks who are here on the call today. So we have a couple of the poll questions. In the first one, if you all would possibly check this out and answer this. How often are you currently teleworking. How often do you currently telework. Your tresses are full-time, part-time and never.

Okay, great. We got a lot of responses coming in. You've got about nine seconds left. Please go ahead and respond if you haven't already and then I will show the results momentarily. Okay, just one moment. Okay.

Okay. All right. What I am seeing is a predominantly full time. Most of the folks that are on the call today are doing full-time and some of doing that hybrid. Just a few, I think 10 are working full-time on site. All right. And then I have another question. If you telework full or part-time,

how new is it for you? How long have you been doing this teleworking? Has it been for years, recently, since the COVID pandemic. More recently but not due to the pandemic.

Okay. We got about eight seconds left. Please go ahead and respond if you would like. Okay, one moment while I get those results pulled up. All right. There you go.

Okay. So it's interesting. It sounds like there has been quite a bump. It looks like, the numbers I am seeing here are somewhat similar to the numbers I have seen in some of the research and work I have done. That is many people were teleworking for quite some time, however, most people here on the call started related to the pandemic. A couple have come on doing that recently, but not due to the pandemic. Thanks for that. That gives us an idea, not only me an idea but each other an idea, of the experiences that you all have with remote work and how long that has been going on. I suddenly am not able to share, not able to advance. There we go.

There you go.

I got it. While working in the home environment is a practice as old as human history our modern experience of working remotely has shifted drastically in the last couple of decades and especially in the last couple of years. Since 2005, regular work at home has grown 216%. And although the ability to telework has been growing in popularity for many, many years now, the pandemic has given us much more rise to that trend. And, although there is a lot of methods to remote work, working from home does it take getting used to and brings its own, unique, but we would like to think of them as manageable, challenges. Today, in this hour, we will focus on establishing practices to look after your own physical, emotional, and mental well-being and also go into providing some tips for how to make working remotely work best for you. Whether you have done it for years, and some of you have, or whether you are still trying to find your group. I will have to say I am two years into this and I am still trying to find mine. You are definitely in good company if you still have things you are figuring out. Objectives today, reviewing the evolution of how remote work has come about, we will talk about both the challenges as well as some of the benefits, and also then go into tips and tools for working remotely, teleworking successfully. Definitions. I want to try to clear up, or at least go into the reality that, we all throw around a lot of different terms when it comes to this. We talk about remote work, telecommute, telework. So if we are looking at the first definition that I have here, it is one from the American psychological Association from an APA article that gives the definition of telecommuting as alternative work arrangement in which employees perform tasks elsewhere that are normally done in a primary or central workplace, this work is completed for a portion of their work schedule, using electronic media to interact with others inside and outside the organization. Generally, we now refer to it as telework. But with cemeteries -- similarities to that definition, OPM has its own definition of telework. Referring to a work flexibility arrangement under which an employee performs the duties and responsibilities of such employees was position and other authorized activities from an approved worksite other than the location from which the employee would otherwise work. Remote work is a term we hear a lot. Mobile work are also synonymous for telework, although they tend to operate differently. Bear with us if we are using, if we are hearing terms that may seem different. One of the terms that I hear a lot is work at

home, and I do want to say, although people are working remotely, that doesn't necessarily mean they are working at home. It is a very unique situation for everybody involved. I mentioned that there is, remote work has evolved over time. For centuries we worked in our homes. Human beings worked and lived in the same space very often. We come back to the beginning, when craftsmen would have living quarters that functioned as workshops. Or tradespeople who had to move around, so basically they lived where their work was. That is how we operated for years and years. Offices and dedicated workspaces outside the home came out of necessity or out of convenience. In terms of work that needed people to work together to do it. Try to think about manufacturing, mills, building, where group work needed to happen. That also happened as people started to find that sharing resources was also helpful. That is when offices started to come in place, where people could be together, they could communicate more easily and more effectively, maybe put out a newspaper, or run a merchant business. Hello? Okay. Overtime, the need for shared base began to decrease when long distance became affordable and long-distance phone calling was no longer an obstacle. Then there was the technology boom that popularized things like covered calls and faxes and personal computers and emails. Now even texting and videoconferencing. I still remember the first time I heard somebody talk about faxing something and I had no idea what they were talking about. Think about how we are able to do things for years now incrementally that have enhanced our ability to work other places besides in a shared workplace. In the 70s that work from home policy started developing as a result of increasing gas prices, actually. Gas prices went up and organizations begin looking at work from home. In the 2000's technology advanced greatly, so people have laptops and communication ability, and they were able to work from home or work remotely much more frequently. It's interesting that this helped organizations comply with A.D.A. and EEOC because when organizations can enable telework, it helps them stay in compliance with A.D.A. because they can offer more options to workers with various disabilities or needs or accommodations. Then came the year 2020. So, overnight, many of us packed up our laptops, left our workspaces, and just simply did our best to adapt to working from home under the lockdown. Everyone quickly became aware of the advantages and the challenges of doing remote work. In May 2021, which is a year into the pandemic, a year into lockdown, the Bureau of Labor Statistics noted that 17% of workers who were over 16 years old telework in the past four weeks. According to the U.S. Census Bureau and the Bureau of Labor Statistics, 4.7 million people, about 3.4% of the U.S. workforce were already working remotely before COVID. This was up already by 1% from 2015. So the trend had been growing and it just got a boost with the pandemic. And, in a different study, Forbes magazine noted that in the first year of COVID, in 2020, they found that -- they surveyed professionals and found that 74% of professionals expected that remote work would become the standard work set up for most people.

Mary Beth if I could interrupt you for a second. I think we need to be on the next slide, please.

I am so sorry.

No problem.

I get so excited.

Thank you.

Thank you. 97% of remote workers surveyed a year into it didn't wish to return to in person full-time. And 61% of them preferred to work full-time remote period. Our attitudes have adapted and or attitudes about working remotely may have changed as we got the kinks worked out. The research is clear that working remotely has become commonplace. Many workers prefer to keep working remotely in varying capacities in the future. Giving that the option of remote work does not seem to be going anywhere, it is important to look at how we can maintain our well-being while working remotely, and maximize the benefits, and face the challenges as well. Oops. There we go. So, of course we will start with challenges. Challenges are kind of clear to anybody who has done this. Especially suddenly. The challenges of remote work very with each workers unique circumstances. There can be a distinct difference between someone who has worked in and establish remote position for sometime, and someone who has found themselves pivoting overnight to work from home like what happened in March and April 2020. A remote worker with a household, with other remote workers, or with kids schooling online, or small children have challenges that could be foreign to the worker was challenged by containing in the space alone for hours or days of the time. That kind of isolation that occurs with that. However, there are a lot of challenges that almost all remote workers have found themselves faced with at one point or another. Lack of structure. Think about it, there is no physical structure. You are not working any work set up that is pre-structured for you. There is reduced oversight. There is less cueing from our surrounding coworkers. So, when you think about it, a lot of the work that we do and have to shift through our day, is influenced, subconsciously, by cues from fellow coworkers. Everybody's getting up now, we must be going to the conference room. If somebody is busy in the next cubicle or the next office, we may find ourselves much more likely to be focused on work and the other way around as well. There is a lot of cueing that happens that we do not have when we are working remotely. Distractions are always an issue as well. Whether that is noise, there is noise in on-site work space however it is a whole different level of dealing with unexpected noise and distraction. Our home office or remote office setting there is kids, there is pets, there deliveries that come at all hours that we do not expect, and there is a lot -- there is even media going on around us that we may be more apt to have going on in the background or be tempted to pull up to look over and check. There are a lot of distractions that are more likely to happen in that remote work seven setting. Much like the lack of structure, there are blurred boundaries. Without a set workspace, it is hard to kind of tell when you are at work and when you are not. What is a work area and what is your home, living area. There is a lack of privacy often. And there is just less delineation between when you are at work and when you are off of work. It is hard to tell when the workday starts and ends when you are doing it all in one space. And then, isolation. For many people, even if you may have other people living in your workspace with you in your home living space. There is isolation from coworkers that that can happen. You are staying in one space for the entire day, you are moving around less often. Because you are not commuting, you are less put out in the world to actually come face to face with people. People on the bus, peace on the street, your coworkers, security guards. There is less of that. And because of that, also, there is decreased physical activity. We don't have to get up to move around. And so we are less likely to move around during the day. To get up and take

a break, we don't have as far to go, we are not going up and down the stairwells. We are not getting out of our space and walking to the bus, or to the car. Or getting to the office that way. And because of that we engage less socially. There is less opportunity to run into somebody and say let's go get a cup of coffee, let's all go shoot some baskets after work, or whatever it maybe. There is doom fatigue, and this is one of my favorite topics these days. There is actually, and I think it is Stanford that has been doing some work on this. He actually found that there is such a thing as Zuma fatigue. There is excessive eye contact involved. If you are trying to look at everybody in each little screen at the same time and sometimes it monitors, using a large monitor, we are seeing people's faces in a different size than our brain is used to seeing somebody when we are talking to them face-to-face. Maybe bigger. We are seeing ourselves in real time, which is in credibly distracting, it is this incremental cognitive load that happens that our brain is having to take in a lot of different stimuli, or a lot of different cues that we don't have to do when we are just sitting around a conference table. So we are inadvertently observing ourselves as well. It is human nature. And, we are less mobile. We are less likely to get up and move around during a zoom meeting . We would get up for a second and get it glass of water. There's this increased cognitive load that actually involves taking in all of these extra cues and interpreting things, nonverbal cues, that can be exhausting to our brains. So there is a reason, you can use that as a reason why your brain may not be working that well. [Laughter]. Additionally, somewhat similar is tele-pressure. That is aware that we have started using that really involves the constant use of E communication and that it increases our feeling of urgency, because there is always alarms or signals going off. We have this increased sense of urgency that we have to answer everything right away. Whether it is an email or a text or an instant message, et cetera. That actually ends up being somewhat stressful and a great deal of pressure involved in that. Present he is him -- that happens when people work on site as well the game has definitely upped a bit talking about room working remotely. Presenteeism is being at work but not really being at work. It is being there, you are not absent, you are physically there, but you are not really completely engaged. That may have to do without having the social engagement and face-to-face engagement, as well as the distractions. Another obvious one that many of us tackled early on in the pandemic, is the lack of resources. When you are moving suddenly to a homework set up or remote work set up. We have reduced access to supplies, to even things like paper. Most of us were in the situation where we have a great ergonomic set up. Where our computer and our chair and everything is where we needed to be to be comfortable physiologically and ergonomically. And then, lastly, there is also the challenge of securing your information. We have all had so many different things that we have been working with to try to secure the communication and secure data. And of course that is really, really important but it is a lot of extra challenges of trying to not only do your work when you are doing to factor three factor identification to get into work as well as trying to keep, the pressure of making sure that you are doing all of the things that you need to do to keep your data secure. Your information secure. Even physically. Keeping an eye on who else might be in your work area that is not a coworker. Or where you keep your records and things. There are a lot of extra challenges that we have had in the process. Of course, there are also benefits. So the benefits of remote work -- the benefits will be different for different people. But there are some commonalities here. As far as some of the things that people find that they like, despite all the challenges, these benefits are also available for you as an individual worker, for the organization, even for the environment.

So let's go through a few of these. First of all, I think most of us immediately became aware of the impact, the benefit of not having to do a commute. Or your commute is drastically reduced. I have a coworker -- I talked about that the hall was getting longer and longer between the bedroom and the desk area. But think about not having a commute, the time benefit that it gives people. Gives them that much time back in their lives. Of course, less cost. I am beginning to be so aware of the cost of purchase patient -- transportation especially in the last couple of weeks. In the environmental impact, little or no commute time there is reduce carbon emissions, even, a lesser chance of being tardy. It is more reliable to get to work when you do not have as many challenges, like the bus not being on time, traffic, or something happening and root. The global workforce analysis, DWA, found that survey workers, it in their survey they found that workers estimated that they saved 75 hours annually. 75 hours a year by not commuting. 47% of the surveyed workers -- 47% of that time that they saved of that 75 hours, the use that to focus on work. We are saving this time, and people are actually reporting that they divided that same time between doing a little bit more work as well as having more time to have a personal life. A remote work situation also make sure living location very flexible. People have much broader options in where they live, and they have that increased ability to work with them. From place to place. People can continue working if they have to pick up and maybe be present for a family member out of town, they can continue to work as long as they can have their equipment and privacy that they need while doing it. So people do not have to stay close to the office. They have greater choices of where they can buy or rent a home. There are flexible hours of course. Most of us, of course, try to do our work have this idea of our core hours that we are trying to cover. But there is greater flexibility with that. But if that comes from the lack of commute. And also, the fact that you do not have to go to a building that is only open for certain hours of the day. Workers can start and end at slightly different times. They can tape take breaks more flexibly while putting the same amount work. Because they do not have the limitations of having a worksite they have to travel to. Many people note that they feel decree decreased stress. They don't have to deal with traffic, the commute, they are able to take those small breaks arrest or other demands. People are able to get more things, find that they can get more things done. Taking a short break on site work maybe have a cup of coffee, run down to the snack machine or something. When people take a break at home they can do things around the house that they cannot do when they are on site. There is much less stress sometimes because of increased comfort of your work close and your work location. They can feel a little bit more relaxed. We will see how that goes in the next few weeks. It has also been beneficial for two income households. Of all the different times that people have had to quit a job, or not take a job, related to their partner getting a new job someplace else. People can conceivably, you can have a two income households with one person working remotely for a company on one coast, and the other working remotely for a company on the other coast. It makes it more possible for both members of a partnership to be able to continue their careers and not have to make shifts due to moving. There is an expanded talent pool by the same token. Agencies are able to recruit and bring in people with different talents and backgrounds from outside major metro areas nearby. They find people looking for talent in more remote areas folks that don't necessarily want to move for a job. There is a reduced attrition. They have found that because there is less stressors related to relocating and demands and commuting, Pape -- people may be more likely to stay in their position. This is interesting. There is also fewer interruptions. We just talked about all the

distractions but, strangely enough, that global workforce in analytics survey that I talked about earlier surveyed workers and the estimated that remote work actually, there were significantly fewer interruptions to their day and that they saved an extra half an hour to focus on work. I get that, I think back to some of the distractions that would happen. Being interrupted. Having someone walk into your workspace. Some of the things that might have been a shared workspace, maybe there is less of that. Oops. All right. Okay. Another poll question. This time, I would like you all to answer this. For me, the ideal work schedule would be the choices are 100% at home that mixed at home and in office and completely, 100% in the office.

We have got a lot of responses coming in. Keep them coming. We got about 70 more seconds. 17 more seconds. All right. About five more seconds to go and then we are going to go ahead and show the poll results. All right. Just one moment. Let me get those pulled up for you.

Okay.

And there you go

Already. It is interesting. Most folks are pretty well divided between those that would like to work 100% at home or that mixed. There are some that do prefer to work 100% in office. We say in office, but is also bearing in mind that not everybody is an in office for on-site work. We have a variety of different jobs. But that is interesting. Okay. It looks like, to some degree, people who have been doing this also expect that they would be able to continue to some extent. Okay. So, given that, successful remote work requires skills. We look at the reality is that we don't actually have to be born with these skills. The things that we can build. There think that we can develop. And when we think about the critical skills needed for success with remote work, we think of it in terms of -- grouping the tips and the tools into four main areas. Time. Energy. Organization. And productivity. So, we going to tips, that cluster under each of these different cornerstones. Okay. Time, let me see her. I am sorry. We will start with time. Keeping a regular schedule and routine, having that set routine reduces stress overall and helps you stay organized. Maybe set a schedule for each workday, because they may be different from day-to-day that includes time to wake up and prepare for your day, and during that preparation time, that can be time that you interact with your household, have breakfast, maybe exercise, read, do some meditation before the worktime starts. And then, start making yourself start regularly at the same time. Scheduling regular breaks for yourself if that is helpful for you. Any regular stop worktime. Keeping in mind that, you really need to attend to a regular sleep schedule, with lots of attention to winding down before we go to sleep before bed. Building that wind downtime. Definitely, that is a time where you were not checking work emails or anything like that. Many workers haven't noted that there is a benefit -- establishing a fake commute. Where you take that time it would normally be commuting at the beginning and ending of your day and you do something with it. You do something that is a fake commute or a buffer between work and personal life. So maybe going out for a walk or running a few errands or something that would take you through that buffer, that time between working and getting into your personal life. I talked to one coworker who goes off and just chilled out and reads for 20 minutes or so. Listen to some music. The for coming out and being part of their household. There are a lot of reasons that that is helpful. It

signals to us that we are on duty or off duty. And when we are working and living in the same space, it is really important to signal yourself for when you are actually off of work and on work. There are a lot of reasons people hesitate to take breaks or even use their accrued time off. They have heavy workloads, there are tasks on their plate that are considered very urgent. But even, a large part of it is feeling guilty. A lot of employees cited that they might be concerned that if they take time off it is going to negatively impact their coworkers. They are going to be leaving people high and dry. And they also know, commonly, there is just going to be so much more work when I get back. Is going to be there anyhow, so why even take the time off. But it is important to do it. A lot of people wait for that special occasion before they take time off. There were a lot less special occasions during lockdown. Being aware that you need to take the time off even if you're not going somewhere special like a wedding or a family reunion or something like that. Many workers describe a general feeling of uneasiness just taking a break. So being aware of that and going ahead and making sure you take those breaks. There are a lot of good reasons to take your breaks and to take your time off that is coming to you. Stepping away from your work and breaking up that logjam where you are feeling stuck with your work, with a task. And then will we return we make meal feel more focused and view the task with fresh eyes. Some people noticed that after a break they are more energized or motivated. You can also use those breaks as a reward for finishing a task or project. There are a lot of ways to take breaks. We can divert ourselves with concrete tasks. Getting away from your computer or whatever that work is, and doing something concrete. Straightening out your work area can give you that break that you need to come back refocused. He could be stretching. Checking your personal messages. That is a great time to keep in touch or check in with your personal emails and mail. Some kind of -- maybe even checking in with a coworker on a nonwork topic just to check in and stay engaged with people. There are a lot of apps that can remind us. If we are not good at that, there are apps. There is some mentioned in the resources. Things like take a break, remind you to drink water, there are all sorts of things that can help us. Even change positions that you are sitting in. If you are working in a home with children or family or other household members, taking a break can be a bit of a challenge. So coming up with something where you label that break as break time. I am on a break right now. If you got little kids telling them it is recess. That helps, not only you know when you're working and not working, it helps them know when you're working or not working. When it is okay to interact with you. It helps you notice when you are at work and off work, as well as the people that we share space with. The next foundation is energy and part of that is maintaining our own personal health and hygiene. Can be simple practices like handwashing and taking your medication. Remembering to take your medication. Keeping up your healthcare appointments. Seeing your doctor. Seeing your physical therapist. Taking days off when you are sick. Even if you think you can still work, because I am at home any well, I might as well work, take the day off when you're sick. It will help you stay well and recover more quickly. Use your leave time off. Use your leave time off. Focus on a regular sleep schedule. If there is one thing that you do, keeping that regular sleep schedule has got the greatest impact as far as how you feel throughout the day in your personal life as well is work life. Focus on what is going to give you that regular sleep. Even though you have a more flexible day, it is still important. Staying active of course is important. You might have to make a conscious effort to stay active. Many remote workers find that by working and living in the same place, a move around less. So maybe this exercise. Maybe is stretching. Maybe it is dancing. Going for a walk,

going to the park. Be sure to get exposure to natural light, to sunlight, every day. I did a little survey of my coworkers, my colleagues across the country when I was preparing this webinar and ask them what their tips were. Almost every single one of them said I have to get into natural light. We are less likely to do that if we are not forced to go outside, so making sure that you are consciously doing that. Get creative. Maybe it is an online yoga class or workout program. Combine that with social engagement. Going for a walk and putting in your earphones and having a phone conversation with somebody at the same time. Distract yourself in podcasts, journaling, apps that facilitate meditation. You might experiment with cooking or crafts. You can put together an entire list, a menu of activities, that you can do during a break. Then, if you're not quite sure, you are wanting to take a break, you can look at it and pick something off the menu. So of course, that leads to relaxation the matter where we find ourselves working every day we have to make an effort to allow space for relaxation because that benefits both your physical and your emotional health. In a remote environment with stressors and demands, it may take a conscious effort to incorporate it into your day. Engaging in that regular relaxation practices, that can lower your blood pressure, slow your breathing, improves focus and mood. This can also be something you use it during those buffer times between work, at the beginning and end of her workday. Using that time for like progressive muscle relaxation, deep breathing. Listening to music. Playing music. Be aware, this is no quick fix. When you start doing things like meditation or relaxation, that process, you need to be doing that over time in order to build up the resilience and the positive effects of it. Very often people say I tried deep breathing and did not work. Well, it is a cumulative effort of reducing stress hormones in our body and getting more and more comfortable while we do it. UC Davis has a center for mind and brain and they found that after just a few weeks of regular meditation, and we are not talking long hours of meditation, just little snippets of time, that people's memory and focus improved greatly. Okay. Organization. Set the boundaries for your work schedule. It is tempting to check and respond to emails and do a little work out of hours. This happens with most positions occasionally. However, working remotely can make it way too convenient to blur the lines. Set your office hours and make them concrete by shutting down your computer if you are working on a computer. Straightening up your work area. Putting your work away someplace. Just like you would do at the end of a day before you leave a shared workspace. And of course, learn to say no. Learn to say no when you need to. Or, if they know is a little hard, learn to say let me get back to on that. Shelve it and get back to it to see if you really do have the bandwidth for that. Setting boundaries for your actual physical workspace is important. Try to find a designated area for your work that has a door, that closes. Now, not everybody can do that, but if you can, post office hours on your door. Talk to your household about what these office hours mean. And talk to your household about what an emergency is. Sound strange, but we have to go over you can come in and interrupt me during an emergency, but let them know what constitutes an emergency. For children, you may have to put in terms they understand. You can use door tags, red one for no, do not disturb, green for it's okay to come in. They close off workspace is not possible for everybody, and in these situations, many folks have found that is helpful to have do not disturb signals and signs around that so that the people in our household know as well as we do when we are working and when we are taking a break. So let them know and resist the temptation to take the brakes at your workspace. It is really important to physically move and have different stimulus from your workspace. Then adjusting your environment. That can mean using

background music, sounds of that you find conducive to working. Using white noise machines to mask noise and distraction if that is an issue. Maybe noise canceling headphones. That can also give you increased privacy. There are even apps that produce various ambient sounds that set the tone for the workday. There is something that mimics the sounds of a coffeehouse. Apparently people find that very conducive to work. Many find having the same, consistent place to work every day helps signal to them when they are working and when they are not working. However, I have also heard from a lot of people that I'm surviving surveying that having a little bit of change sometimes helps too. More than one noted that having to move around with a different light in their workspace. So they are in good lighting throughout the day, or they are getting more natural light. Nothing to consider. Again, what works for you. It is also important to silence your devices, your electronic devices, shut off those alerts that you do not need. So that is not distracting you. Actually Sonu's word was saw a new story once and people went into physiological arousal with a single paying of their phone from social media or something. There is something that alerts us. That is something important. That really amounts of overtime. Breaking your focus and arousing us a physiologically which is not always great. The last is productivity. Staying connected. It is so important to state connected to your coworkers. You can check in with them on a personal level during breaks if you would like, the way you would -- think of it in an office. You would run into people in the hallway or in your work area. And just check in with them. You can do that, you have to make an effort to do it. Use your technology, old-school, new school to stay in touch with friends and family at least once a day. Get creative around staying connected. You can use Google hangouts, arrange for somebody in a different location to be watching the same movie or TV show and stay in touch with each other during that time. Watching events together, getting in touch. Maybe even taking the same online class at the same time. Mother is keeping informed. Find reliable and credible sources of information. Be willing to ask questions. At the same time put limits on your media consumption. Working in one area we have more access to watching around-the-clock media. Be careful about that. Be mindful of the source of the media in the news. Take social media with a grain of salt maybe limit how much news you watch. Set the business tone. That means getting dressed for work. Try to take into consideration zoom etiquette. Find out as a group what is acceptable and what isn't acceptable. Minimize your background noise. Anything that will help you be much more conducive for work. It is not going to be quite the same as being a person, but try to set that business tone. Trying to finish up. Managers, we have a workshop, or a presentation coming up for you all as well. On March 23, about how you can, as a manager, enhance people's remote working experience. Trying to do things like helping establish quite times, quite days. Thinking of things like Zoom Fatigue , et cetera. We are also available to folks all the time to consult with us about managing employees around things like remote work, but also to employees. Remembering to use your EAP as a resource as well. And I realize that remote work has been around for years. Think of it, the things that we've learned, as I saw, the last couple of years we are really kind of standing on the shoulders of all the people who have been remote for years and years and all the finances that we have made. It is really important that you share the things that work for you, that you have found helpful, with your coworkers and to be constantly looking at ways to take care of your mental and physical well-being. So I am going to leave it there.

Okay, great. Thank you so much, Mary Beth, for such a relevant topic going on today. If you would like more information on this or other health and wellness topics, please give us a call or visit us online at SOH.com. It is a confidential to help you work through personal or work-related issues. We are almost at the top of the hour but we are going to try to do a couple of questions before we start that I would like to remind you that the recording and transcript, a copy of the slides, which includes the certificate of attendance at the end, and a resource handout will be emailed to you within 24 hours in today's session. As well, all of today's content will also be available on FOH.com. Finally, when you exit you will see a satisfaction survey where you can let us know about your experience with us today and provide any additional feedback that you may have. Do read your comments and use them to make improvements and adjustments. Let me go ahead, I am going to go ahead and switch the slides. One second here. On this resource light here. Here we go. Mary Beth, we are just going to do a couple of questions. The first one we have got is a great question here. Someone is asking what is zoom etiquette ?

Zoom etiquette is a work in process . What would fly in an in person meeting and try to do the same things you would do or not do in an in person meeting, maybe you wouldn't do it in the Zoom meeting. Just because you are in a different workspace, you are still in a shared space. Using mute when you can. Giving pauses in between when you are talking. Pausing occasionally so people can interject and interact with you. Familiarizing yourself maybe with a different functions as I have had to do, of your different platforms. Turning off your phone and other alerts that happen in your background. Oh my goodness, try not to multitask. It is really, really tempting to be checking your phone or looking over and doing something else, but it really effects you. Think about what it would feel like an in person meeting. If you find yourself finding it hard, you get distracted like that, use a pad of paper and take some notes about what you're talking about. Just enough activity to keep your brain focus. No side conversations, not using the chat function as a way of talking back and forth with each other. Try to stay in the main meeting together. Starting on time. Making sure your background is fairly professional. If you are using one of those simulated backgrounds, being aware that as you are moving around it looks a little odd sometimes, so trying to look at what that might look like for other folks. Your background, in particular. I have seen way too many open closets in the last two years. Yeah. Taking a consensus, by the way, you can eat or drink during a meeting. Standard zoom etiquette is no eating or drinking, but I think that maybe each were culture and each team may need to talk a little bit about what is acceptable and what isn't along those lines. We have had lunch meetings for years so maybe looking at talking about that.

All right. Great. Will try to do one more question real quick. How do you manage before going -- in person and remote work?

A lot of people are going to be starting to do that, right? In general if you been working a hybrid model, try to have, routine, routine, routine. Try to have the same, similar workspace set up in both worksites. If possible. Try to get familiar with different ways to save your data electronically. And that you have a when you need it. Then looking into accessories that will make moving back and forth simpler. Duplicate charges for your phone or laptop. Docking stations. Really good ergonomic laptop carrier. Letting your coworkers know where you can be reached on what day.

Again, I think routine, routine, routine. If you can keep your same work and home schedule as much as possible, no matter where that work is, if you are trying to keep your sleep schedule much the same, that can be really helpful. And, notice what tasks you do better in which location. There may be tasks that work better that you want to save those up for when you are on site. There are tasks that may work better for you when you are doing them from a remote location. Just a few things.

Great. Thank you so much, Mary Beth. Thank you all for staying with us. We are a couple minutes past the hour. We are going to go ahead and wrap it up now. If we did not get your question, or you have additional concerns, please call the EAP to speak with one of our consultants who can help with your specific situation. I would like to thank Mary Beth Ringer once again for presenting today. And I want to thank you for taking time to be here with us today. Plead please join us again next month for our financial webinar Improving Your Financial Wellness by Understanding Your TSP which will take place on April 13. Have a wonderful rest of your day. [Event concluded]