



HYBRID SYNERGY: GUIDANCE FOR MODERN WORK ARRANGEMENTS

**A WEBINAR FOR EMPLOYEES FROM YOUR
EMPLOYEE ASSISTANCE PROGRAM**

March 13, 2024

INTRODUCTION



OBJECTIVES

- Define hybrid work
- Identify benefits and challenges
- Review strategies for time management and productivity
- Discuss coping tips for dual workplace stress

SECTION 1

HYBRID WORK: BENEFITS AND CHALLENGES

BENEFITS

When asked about the advantages of hybrid work, employees listed the following:



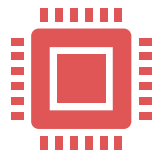
71%

Improved work/life balance



67%

More efficient use of time



62%

Control over hours/work location



58%

Less burnout/or fatigue

CHALLENGES

When asked about the difficulties of hybrid work, employees listed the following:



35%

Less access to resources and equipment



32%

Less connection to organization culture



30%

Decreased team collaboration



24%

Impaired peer relationships



23%

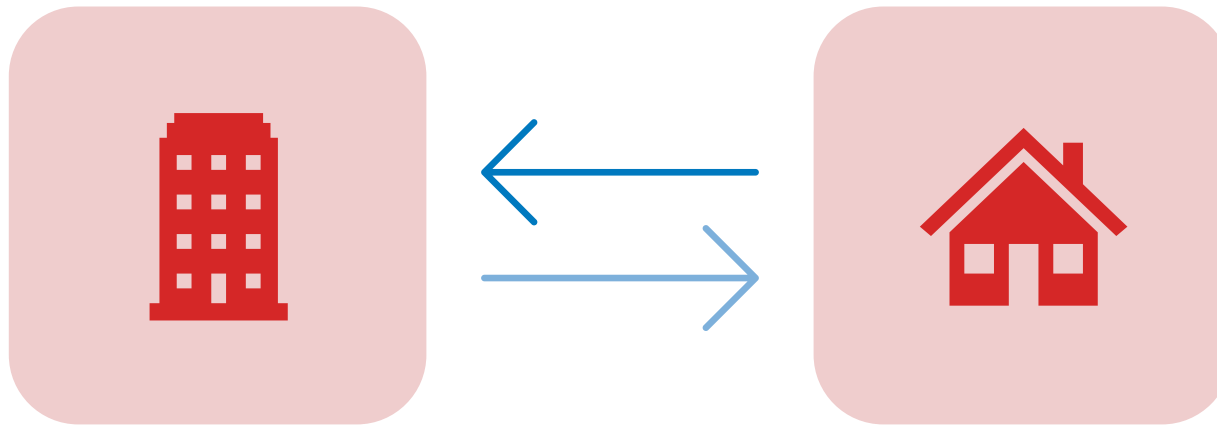
Reduced cross-functional communication



22%

Complex time management

THE NATURE OF DUALITY



In-office

Remote

SECTION 2

OVERCOMING THE CHALLENGES

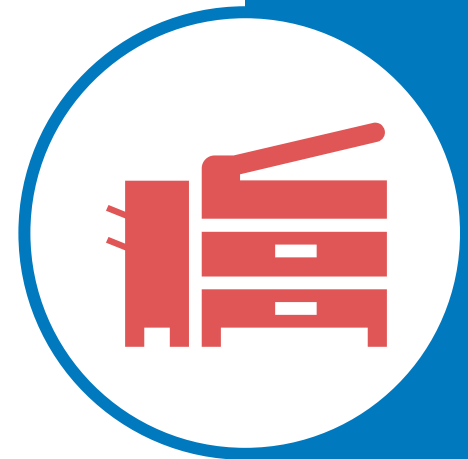
- Resources
- Connection to culture and peers
- Communication
- Time management

RESOURCES AND EQUIPMENT

- **Create environmental parity**
 - Match equipment and organization at home and office
- **Duplicate essential accessories**



or keep them in a travel bag to take to and from locations



CONNECTING TO AGENCY CULTURE AND MISSION

- Make an effort to attend work events in person
- Think about how you connect with the agency's mission

Consider:

- Your values
- How your work and responsibilities fit within it



CONNECTING TO PEERS

Acknowledging that everyone makes mistakes, fails, and goes through difficult times, allows us to deepen our connection with others.

- **Meaningful relationships lead to higher levels of happiness**
- **Connecting in person, even routine encounters, are more satisfying**



COMMUNICATION



Practice active listening



Express empathy



Be assertive



COMMUNICATION

Best practices for hybrid meetings

- **Identify and communicate meeting goals** in advance
- **Distribute and share discussion documents** on your computer screen
- **Keep everyone engaged**
- **Plan for technical issues**
- **Ask participants to:**
 - Raise their hand and state their name before speaking
 - Allow speakers to finish before jumping in
 - Give feedback directly



TIME MANAGEMENT: SCHEDULING

- Schedule time blocks in advance
- Match your objectives with your supervisor's expectations
- Make optimum use of your peak energy times
- Include room for the unexpected



TIME MANAGEMENT: FLOW

- **Choose a productive or meaningful object of attention**
- **Eliminate** as many **internal and external distractions** as possible
- **Focus** on your chosen object of attention for a **pre-determined amount of time**



TIME MANAGEMENT: PRIORITIZE

Important + Urgent

Critical issues,
emergencies, and
last-minute work

Important + Not Urgent

Principal goals and
long-term projects

Urgent + Not Important

Interruptions,
distractions, and
low-value busy
work

Not Urgent + Not Important

Time-wasting and
trivial tasks



SECTION 3

COPING

- Reframing
- Relaxation
- Gratitude

REFRAMING

Thought

“Having to go into the office is bad for me.”



Reframe

“Going into the office provides a fun change of scenery and pace and livens up my week.”

“Waking up early to commute is exhausting.”



“I can pick out my favorite music for my drive.”

“Working in different places on different days is stressful.”



“A change in routine keeps my mind fresh and stimulates creativity.”

RELAXATION

Mindful breathing exercise



GRATITUDE

Appreciate the good

Practice regularly

Don't just think it, write it down

Focus more on little things

- Calm
- Evernote
- Gratitude Jar
- Insight Timer
- Todoist

Try gratitude apps

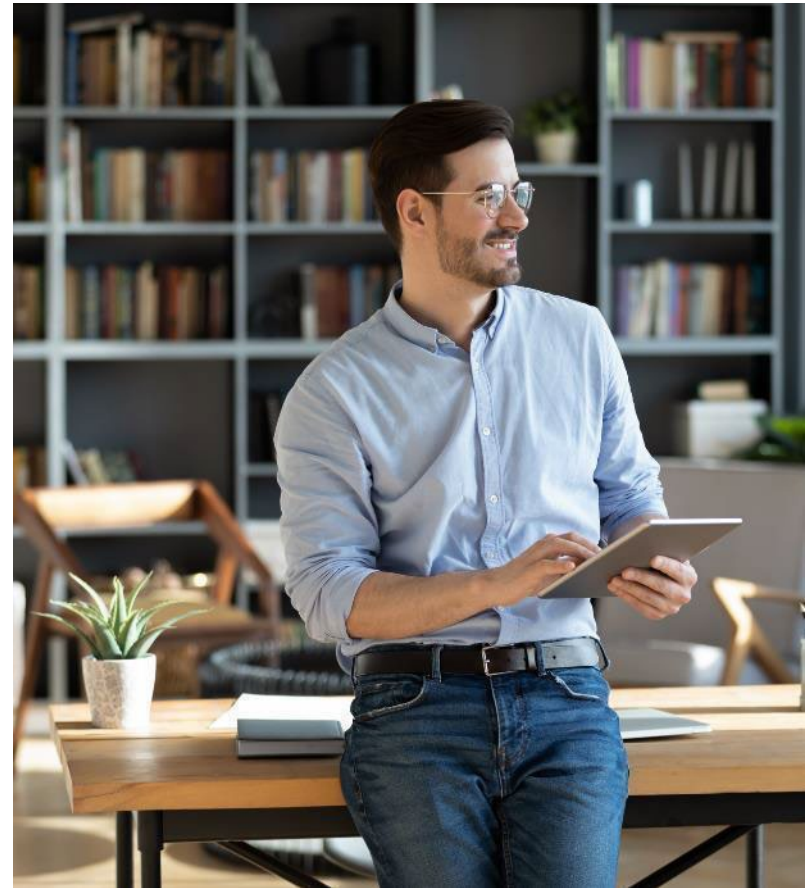


SECTION 4

EXERCISE: IMAGINING CHALLENGES AND STRATEGIES

IMAGINE JIM'S CHALLENGES

Challenges





What are some strategies that might work for Jim?

STRATEGIES FOR JIM

Headphones



Laptop charger

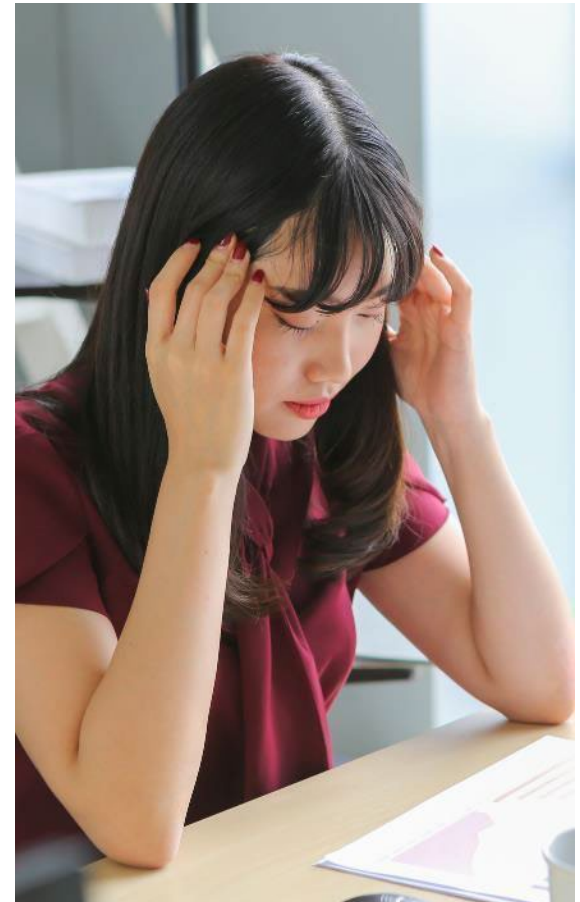


Snacks



IMAGINE SUZIE'S CHALLENGES

Challenges

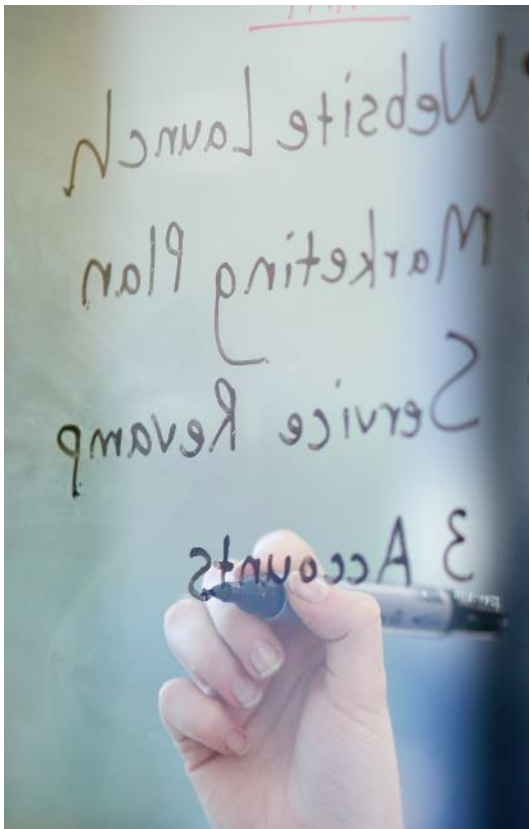




What are some strategies you'd suggest to Suzie?

STRATEGIES FOR SUZIE

Checklist



Mirror workspaces



Morning relaxation



SUMMARY



RESOURCES

Online Articles

- 5 Challenges of Hybrid Work and How to Overcome Them
 - hbr.org/2022/02/5-challenges-of-hybrid-work-and-how-to-overcome-them
- 6 Productivity Tips for Your New Hybrid Work Life
 - nytimes.com/wirecutter/blog/productivity-tips-for-hybrid-work
- 7 Proven Hybrid Work Tips for Employees
 - officernd.com/blog/hybrid-work-tips-for-employees

Podcast

- The Hybrid Worker Malaise
 - The Daily
nytimes.com/2024/01/25/podcasts/the-daily/hybrid-work.html

Apps

- Calm
[Android](#) | [iOS](#)
- Gratitude Jar
[Android](#) | [iOS](#)
- Insight Timer
[Android](#) | [iOS](#)
- Todoist
[Android](#) | [iOS](#)

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