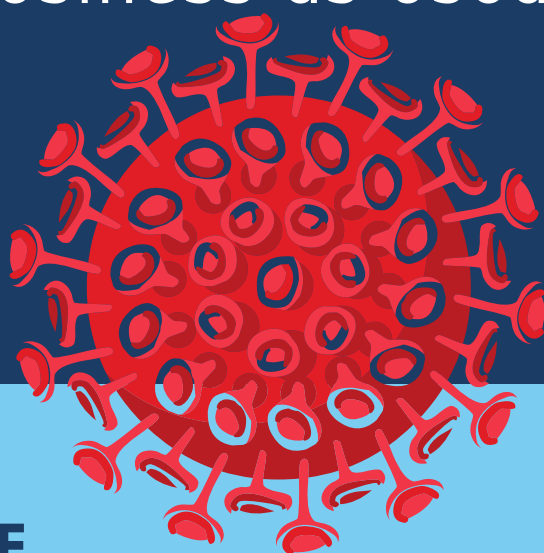


TRANSITIONING TO REMOTE WORK

How to best keep "business as usual" during a pandemic



TOP TECH COMPANIES OFFERING FREE REMOTE WORKING TOOLS

1. Microsoft: free Teams Chat
2. Google: free access to the enterprise version of Hangouts Meet
3. Cisco Webex: free version of its Webex Service with no time restrictions
4. Zoom: free version of its video conferencing



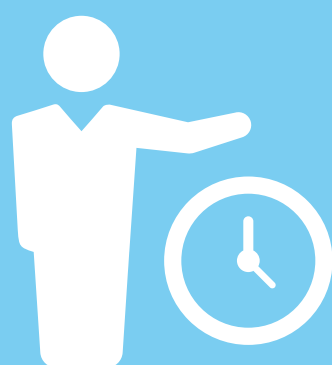
CREATE A DEDICATED WORKSPACE

Ideally, your work space is a room with a door, to avoid becoming BBC Dad. Or if that's not possible, claim a space in your home that becomes your consistent office space. Ensure that you have all the resources to be productive; including strong internet connection, dual monitors, mouse, etc.

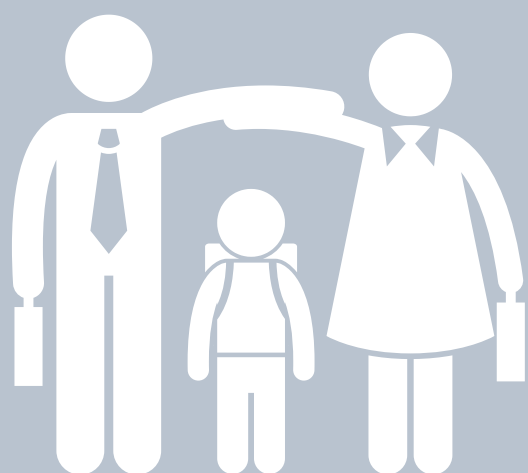
STICK TO A SCHEDULE AND BUILD BOUNDARIES

Consider beginning and ending work at the same time each day, just like at the office. This will offer you the balance you need during this outbreak. Be sure to take breaks, much like you would do at the office. Take a 30 minute lunch and mentally unwind so that you feel refreshed when you return to your work.

Remember, just because you're working from home doesn't mean that you have to answer emails at 9:00 at night. Try to limit your work to business hours only.



WORKING AT HOME WITH KIDS



Set the ground rules, and explain that mom/dad still needs quiet time to concentrate and work. This is the primary reason we call out the door is needed for your office space. Place a stop sign on the door, and remind your littles they need to knock and await your permission. Have activities/play stations ready to go to keep them active and limit screen time for those critical moments you need absolute quiet.

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