ONE BARKLEY
400 Offices

Staying connected, productive + healthy during social distancing
Remote working due to social distancing can lead to isolation, disenchantment and lower productivity.

This content offers ideas on ways to stay connected, healthy and productive during this time.
First, a message from the **CDC**:

The following is advice from the CDC on how to stay calm during this crisis:

- Avoid excessive exposure to media coverage of COVID-19.
- Take care of your body. Take deep breaths, stretch or meditate. Try to eat healthy, well-balanced meals, exercise regularly, get plenty of sleep and avoid alcohol and drugs.
- Make time to unwind and remind yourself that strong feelings will fade.
- Take breaks from watching, reading or listening to news stories. It can be upsetting to hear about the crisis and see images repeatedly. Try to do some other activities you enjoy to return to your normal life.
- Connect with others. Share your concerns and how you are feeling with a friend or family member. Maintain healthy relationships.
- Maintain a sense of hope and positive thinking.

Ideas for staying connected
How to Communicate

The best way to feel connected is to engage in communication that approximates physical connections. The lack of in-person interaction means we could lose the body language and nonverbal cues we rely on.

The first choice of communication is video conference (WebEx) or even FaceTime.

Second choice is phone calls. Third choice is text or email.
Effective Communication

- Words: 7%
- Tone of voice: 38%
- Body language: 55%

The use of words
The tone of voice
The body language
Ideas for staying connected

- Institute regular check-ins with your team (daily or every other day).
- Use Core (intranet) for sharing gratitudes, updates and news.
- Start a team text, GChat or use WebEx Teams (if you haven’t already).
- Ensure you still have a voice/POV, speak up on conference calls, use the “raise your hand” and/or chat feature (make sure your mic isn’t muted).
Ideas for staying productive
Ideas for staying productive

- Keeping a positive attitude goes a long way in times of stress. Take time every day for gratitude.

- Do everything possible to maintain your normal work schedule.
  - Start at the same time and (importantly) end your day. Do not feel you need to be working 24/7. It will lead to burnout.
  - Designate a distraction-free work space in your home.
  - Shower and get dressed like you are going to the office.
  - Take a lunch. Hold this time each day to take a break.

- Minimize distractions during video and phone calls so you can focus.
  - Turn off IM, text alerts and chats during this time.
  - Have a sign/signal to family/roommates that you are on a call.
  - Use headsets or headphones for video calls – it’s easier to hear others and be heard.
Ideas for staying productive

- Practice good productivity habits.
  - Set goals for your day and check your progress at the end of the day.
  - Make a to-do list of what you need/want to accomplish to help you focus.
  - Download a timer or create a block of time to help you work in sprints and schedule your breaks.
  - Connect with your team daily for updates to ensure work keeps moving.
Ideas for staying healthy
Ideas for staying healthy

- Get outside (take walks, sit outside during calls). Fresh air and nature are proven to reduce stress.
- Download a meditation app to help focus your breathing and quiet your mind.
- Set up virtual trainer for online workouts. Physical activity can boost your immune system.
- Get plenty of sleep.
- Eat a well-balanced diet that includes protein to help keep your cells strong.
- Take a multivitamin and extra vitamin C to prepare your body.
- If you need to talk to someone, contact Employee Assistance Program 24/7 at 888-293-6948.
Ideas for staying healthy

- Find ways to add comforting patterns to your new schedule (such as a cup of tea at 10 a.m., a walk at lunchtime, a stretch break at 2 p.m.) — our normal routine has been interrupted and it will be helpful to have new routines.

- Keep healthy snacks on hand. It’s easy to grab the unhealthy snacks first, so cut some fruit at the start of your day or limit your portions by pouring a portion in a bowl so the bag of chips doesn’t vanish.

- Avoid working from the couch. It’s comfy but the bad posture can hurt your back and productivity when done too long.
The most extraordinary times call for the most creative thinking and proactive action. We are a strong and resilient company, and we will get through this together.