

Creating a Positive Work from Home Experience



Thursday, April 29, 2021

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WWW.EASTRATEGICPARTNERS.COM



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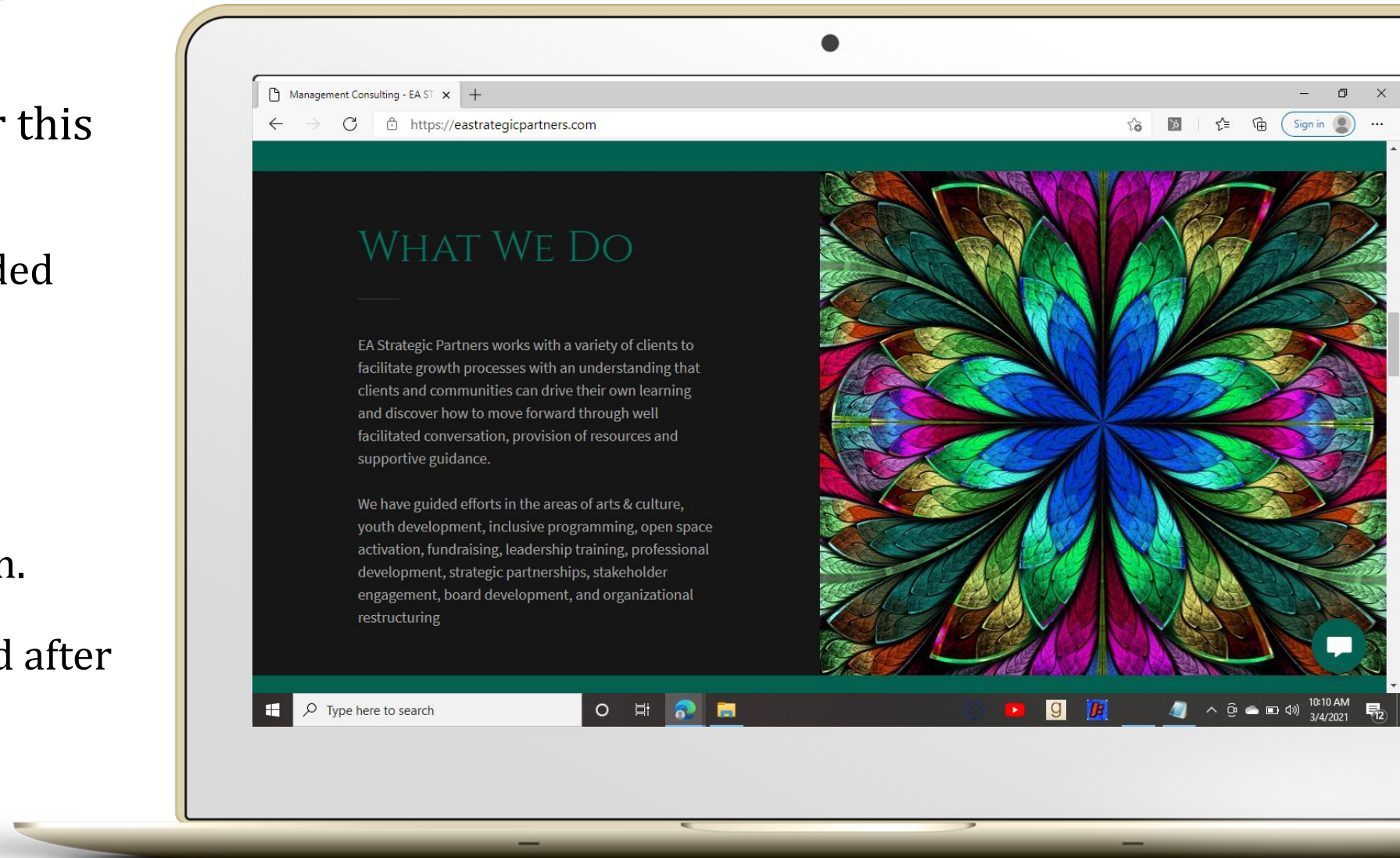
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Thursday, April 29, 2021

Tech Review

Things to keep in mind for this workshop:

- This session will be recorded
- Closed captioning will be provided.
- There will be interactive components in this session.
- The slides will be provided after the session



Learning Objectives

Session #2

Thursday, April 29th, 2:30pm - 4:00pm

At the end of these sessions, participants will be able to:

1. Create boundaries with family and maintain balance
2. Identify creative ways to stay connected to co-workers and other professional relationships and
3. Build stronger relationships using virtual platforms.

MCC Workshops

- Recover, Rebuild, Renew Series remaining sessions can be found [HERE](#) and at www.massculturalcouncil.org

Agenda

Session #2

Thursday, April 29th

2:30pm - 4:00pm

1. Welcome / Introductions
2. Icebreaker
3. Routines, Boundaries, & Balance
- 4. Break**
5. Building & Maintaining Relationships
6. Closing

Agreements

*Make space,
Take Space*

Help balance the
verbose and and
reticent.

Confidentiality

Take the lessons.
Leave the details

Be Open.

Be open to learning
and to someone else
speaking your truth.

*Assume best
intent, be
accountable
for impact.*

Listen from the inside
out. Value the process.

*Self Care and
Community
Care*

Pay attention to your
needs. Pay attention to
your neighbor.

Adapted from: adrienne maree brown, "Emergent Strategy," 2017

Thursday, April 29, 2021

EA Values

- 1. Racial and Social Justice**
- 2. Community Voice**
- 3. Teachers as Learners & Learners as Teachers**

Icebreaker

1. **Rename yourself:** Make sure you include name, organization and pronouns
2. **Write a letter to your former self:** More than 1 year has passed since we started working from home. What do you know now that you wish you knew then? Share some advice with your former self.



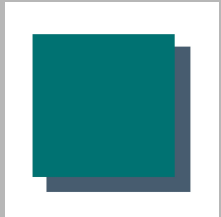
Work from Home Learnings 2020-21

(aka Icebreaker Notes)

- Maintain connections - make a point to check in on folks, especially the quieter folks.
- Be more intentional about tracking time. You often feel you need to be present in many spaces, but you need to keep track of your investment.
- Commit to healthy or healing practices - walking, etc.
- Boundaries are important - don't put your work email on your phone
- Being clear is being kind to others around you.
- It's not a sprint - this is for the long haul and you don't have to accomplish everything in day 5 or 10
- You don't need to eat all the bread and pizza
- Life is short - do not waste it. Take that risk.
- Asking questions is sometimes better than knowing the answers

Thursday, April 29, 2021

Routines, Boundaries, and Balance



Thursday, April 29, 2021

Routines

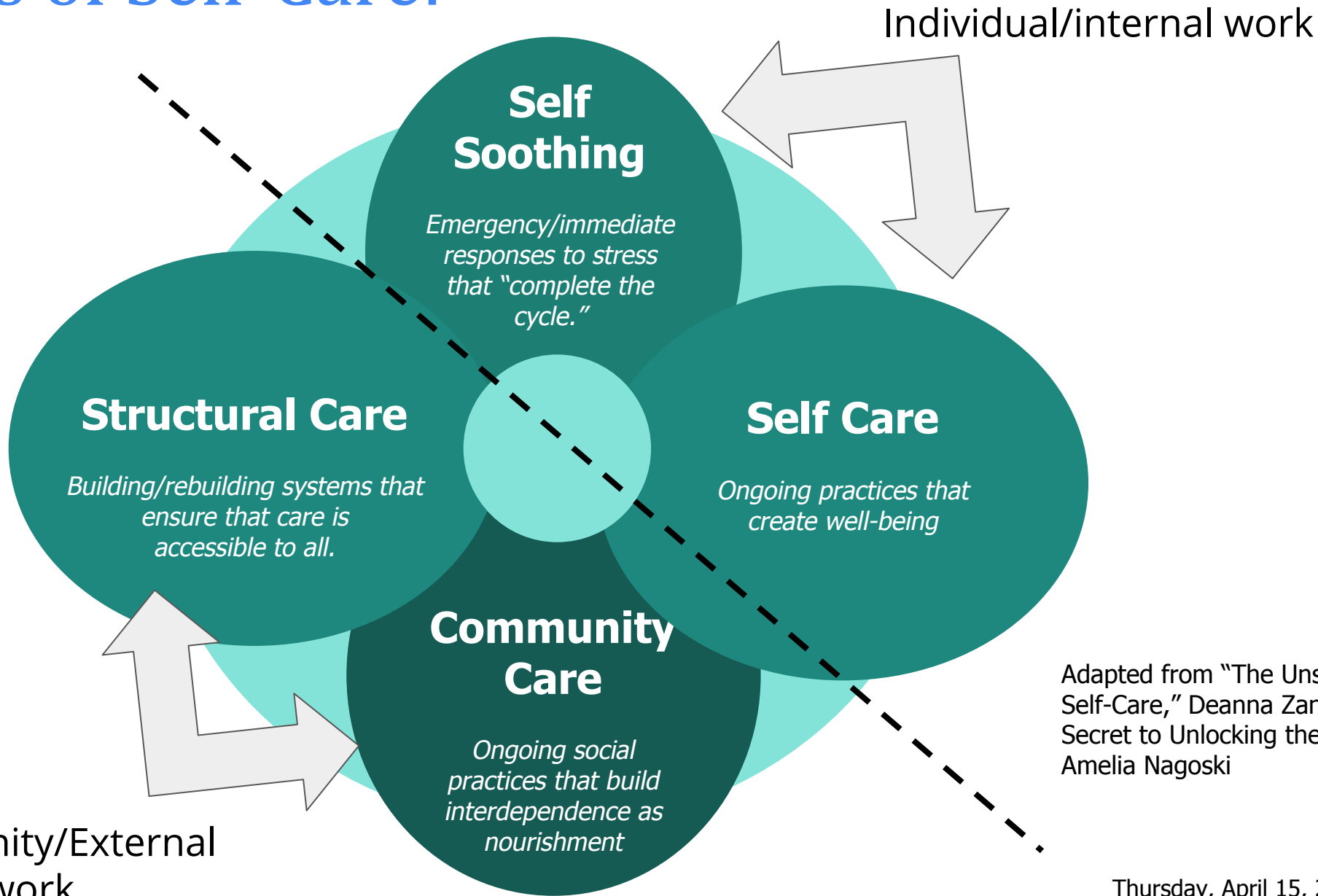
- Planning your day / week
- Set daily goals
- Establish work day hours
- Getting dressed for the day (as if you are leaving the house)
- Scheduling breaks / Integrating outdoor breaks
- Eating lunch / snacks
- Having off-screen time

Boundaries

- Saying “No”
- Sticking to your schedule
- Removing work email from phone
- Taking scheduled breaks (self-care)



Types of Self-Care:



Adapted from "The Unspoken Complexity of Self-Care," Deanna Zandt and, "Burnout: The Secret to Unlocking the Stress Cycle," Emily & Amelia Nagoski



Self Care

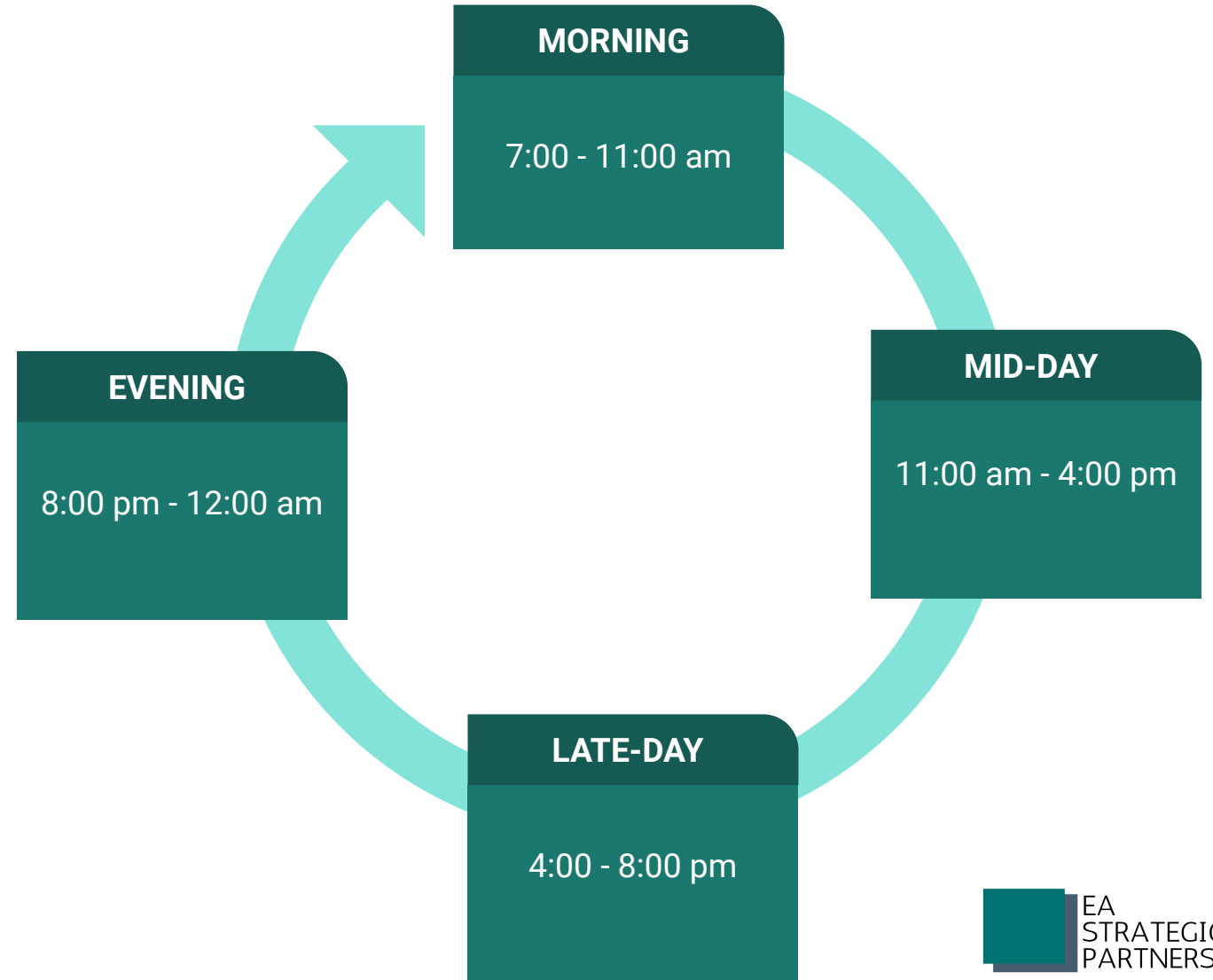
*Ongoing
practices that
create well-being*

Working from Home Examples:

- Health & Well-being
 - Keeping an organized and peaceful space
 - Eating healthy breakfast & lunch away from your desk.
 - Setting up an exercise practice
 - Maintaining creative projects
- Scheduling
 - Regular breaks
 - Sticking to work day start & end times
 - “Commuting” to work - create a transition
- Relationships
 - Saying YES and NO when you really mean it
 - Setting and keeping boundaries - especially with family
 - Regular meetings with supervisor & staff

Activity - Creating balance through scheduling

- Fold a piece of paper into quarters
- Label each section with a time of day (see diagram)
- In each section brainstorm ways you can make your work from home experience more positive:
 - What structures can you put in place?
 - What boundaries do you need to set?

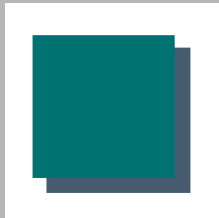




Break
back at 3:30

Thursday, April 29, 2021

Building & Maintaining Relationships



Thursday, April 29, 2021

Community Care

*Ongoing social
practices that
build
interdependence
as nourishment*

“Connection nourishes us in a literal, physiological way, regulating our heart rates, and respiration rates, influencing the emotional activation in our brains, shifting our immune response to injuries and wounds, changing our exposure to stressors and modulating our stress response.””

-Emily & Amelia Nagoski, “Burn Out: The Secret to Unlocking the Stress Cycle”

Community Care

Ongoing social practices that build interdependence as nourishment

Working from Home Examples:

- Mutual Aid
 - Childcare cooperatives
 - Buy nothing groups
- Virtual social gatherings with colleagues
 - Book groups
 - Group art making
 - Virtual movie night
 - Icebreakers/online games
 - Communities of Practice
- Virtual & connective collaboration
 - Building & maintaining partnerships
 - Facilitating community meetings
 - Daily family meetings
- Trainings/Facilitated Learning

Tools for Working in Teams

Project & Task Management	<ul style="list-style-type: none">● Basecamp: Easy to use, visual presentation● ProofHub: Includes calendar & group chat features● Asana: Great for task management
Business Productivity	<ul style="list-style-type: none">● Google Suite: Drive, Calendar, etc.● Drop Box: File storage/sharing● OneDrive: File storage/sharing● Dashlane: Password manager
Meeting Platforms	<ul style="list-style-type: none">● Zoom● Microsoft Teams● FaceTime● Google Meet● GoTo Meeting

Tools for Building Your Team

Creating & Playing

- **Confetti:** Customized event planning support
- **GoRemote:** Dedicated event host (there are lots of these!)
- **Let's Roam:** Interactive team based challenges
- **Houseparty:** Trivia, games and more
- **Offline:** Bookclub, Daily gratitude, collective craft, wellness challenge, pen pals
- **Jamboard, Whimsical, Padlet:** Group brainstorming

Connecting & Messaging

- **Slack/Asana:** Messaging, project management & meetings
- **Toasty:** Virtual meetings with interactive features
- **Discord:** Create a group, converse by topic, discuss
- **Honeycomb:** Create your own social network

Running Inclusive Virtual Meetings

- Make use of “ silent meetings ” to facilitate collaborative discussions.
- Start with individual brainstorming in Google Docs
- Pay attention to when people mute and unmute their mics.
- Remind participants to watch body language/facial expressions.
- Use the grid view in Zoom so that you can see everyone.
- Have a norm of “video on”, but leave space for people to deviate from that.
- Discourage distractions such as loud typing or eating.
- Keep in mind that people have different access to technology

Activity

- Identify a person or group
- What do you want from the relationship?
- What do you want to give to the relationship?
- Identify tools or strategies you can use.

What's one thing that you are taking away from today's workshop?



Thursday, April 29, 2021

Resources

Video

[How to set your desk up ergonomically](#)

Articles

[How to create a zoom cocktail party](#)

[How to stay active during the day without a gym](#)

[How do decide whether you should continue to work from home:](#)

Other resources

[Calm mindfulness resources - creating a mindful daily calendar](#)

MCC Workshops

- [Legal Considerations of Having a Remote Workforce, May 6th, 2 - 3:30pm](#)
- Recover, Rebuild, Renew Series remaining sessions can be found [HERE](#) and at www.massculturalcouncil.org

Thank you!!!!

Contact Info:



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