

QUICK TIPS

# Transforming to a hybrid workplace

Stay connected, productive, and secure  
as you adapt to new ways of working



# Lightweight training with big impact

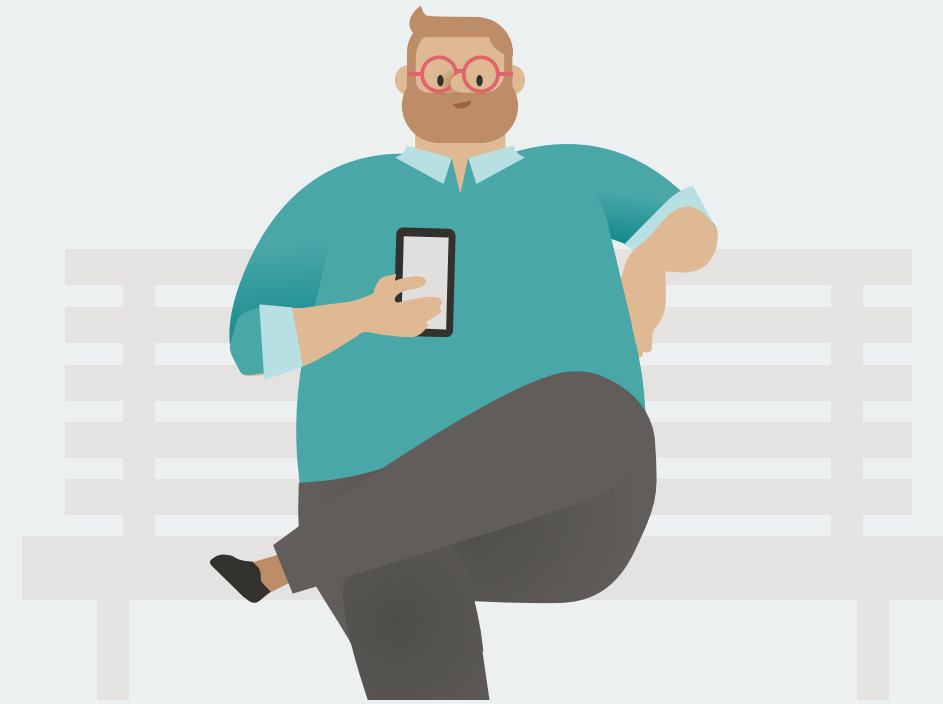
Whether you're working remotely or returning to the workplace, we want to enable you to do your best work from anywhere. Stay connected, productive, and secure as you adapt to new ways of working.

→ *Review and revisit quick tips to maximize productivity and collaboration across your team.*

## QUICK TIPS

# Planning work-life boundaries

Balancing work and personal time is more challenging than ever. Pro-actively manage your schedule by adopting flexible hybrid workplace habits to ensure well-being and prevent burnout.



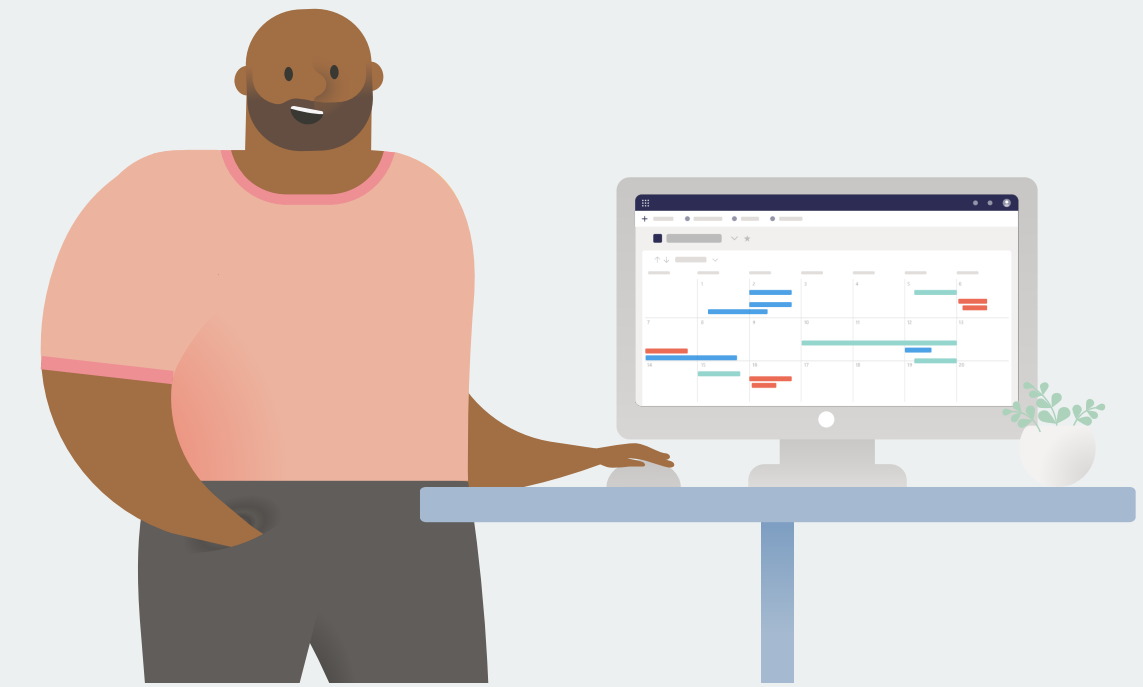
## BUILD IN BREAKS

Schedule reoccurring breaks throughout your day to stretch, meditate, or take a break from screen time. Consider taking certain meetings by phone while on a walk.



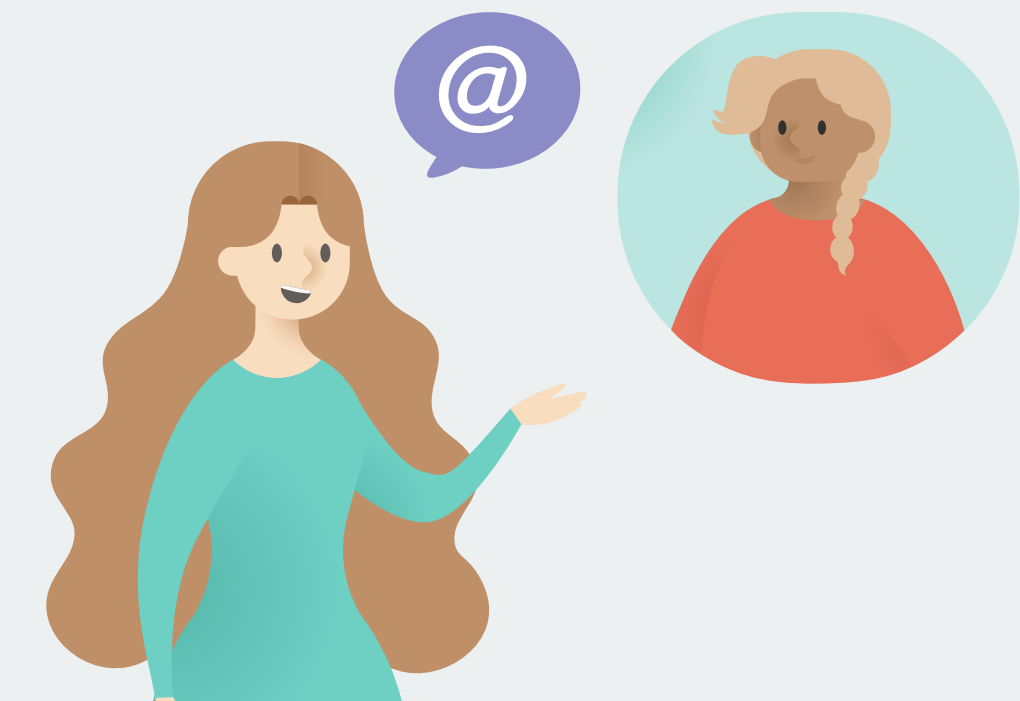
## SET AND SHARE YOUR STATUS

Use away messages in Outlook and set your status in Teams to help others understand your working hours and when to expect a response.



## SCHEDULE FOCUS TIME

Proactively managing your schedule is now more important than ever. Look ahead on your calendar for blocks of time that can be reserved for work that requires focus.



## COMMUNICATE INTENTIONALLY

Consider what communications should be in an email, a quick chat, or a meeting in Teams. Consider meetings that can be replaced using asynchronous communication methods.

## QUICK TIPS

# Maximize your internet bandwidth

A reliable internet connection is key when working from home. Set yourself up for success by reviewing best practices and checking to make sure internet equipment is up-to-date.



### USE YOUR BEST CONNECTION

Use a wired connection when possible. Wireless connections depend on the distance between the router and physical obstacles, like walls, that impacts connection quality.



### PRIORITIZE UP-TO-DATE EQUIPMENT

Reboot your home router when experiencing poor connectivity. If your router is more than five years old, you may want to consider replacing it.



### TEST YOUR INTERNET SPEED

Run an internet speed test to determine your internet's connectivity score. If your connection score is strong but you are still experiencing issues, contact the help desk.



### CONSIDER BANDWIDTH USAGE

Avoid scheduling important meetings during time frames that members in your household may be using significant internet bandwidth for work or school.

## QUICK TIPS

# Privacy protection at home

Cyber security threats have only increased since the majority of the workplace started working from home. Protect personal and customer data by revisiting security basics.



### BE OVERSHARE AWARE

Lock your devices when stepping away from them. Do not access or store personal data on shared and family devices or personal cloud storage.



### GO BACK TO THE BASICS

Ensure you are following basic data privacy company policies around data retention, content classification, who can access data, and where data is stored.



### BRING IN THE EXPERTS

Consult with your privacy team when in doubt who can help you work through your data and security questions or concerns.



### REPORT CONCERNS

Report privacy issues, incidents, suspicions, or concerns with your privacy team. If you see something, say something.

## QUICK TIPS

# Inclusive hybrid meetings

Effectively working across a variety of locations and schedules is a challenge. Create inclusive environments that ensure all team members can participate and contribute.



### MAKE CONTENT ACCESSIBLE

Securely store content in the cloud to ensure shared content can be accessed by team members during meetings and on any device.



### TAKE TURNS SPEAKING

Decide at the beginning of hybrid meetings the preferred way of speaking in the meeting to make sure everyone gets a chance to share their ideas.



### MINIMIZE DISTRACTIONS

Reduce background noise and visual distractions to help team members focus during meetings.



### CONSIDER TIME ZONES

Check working hours for team members in different time zones. Consider setting up asynchronous communication channels that benefit all team members.