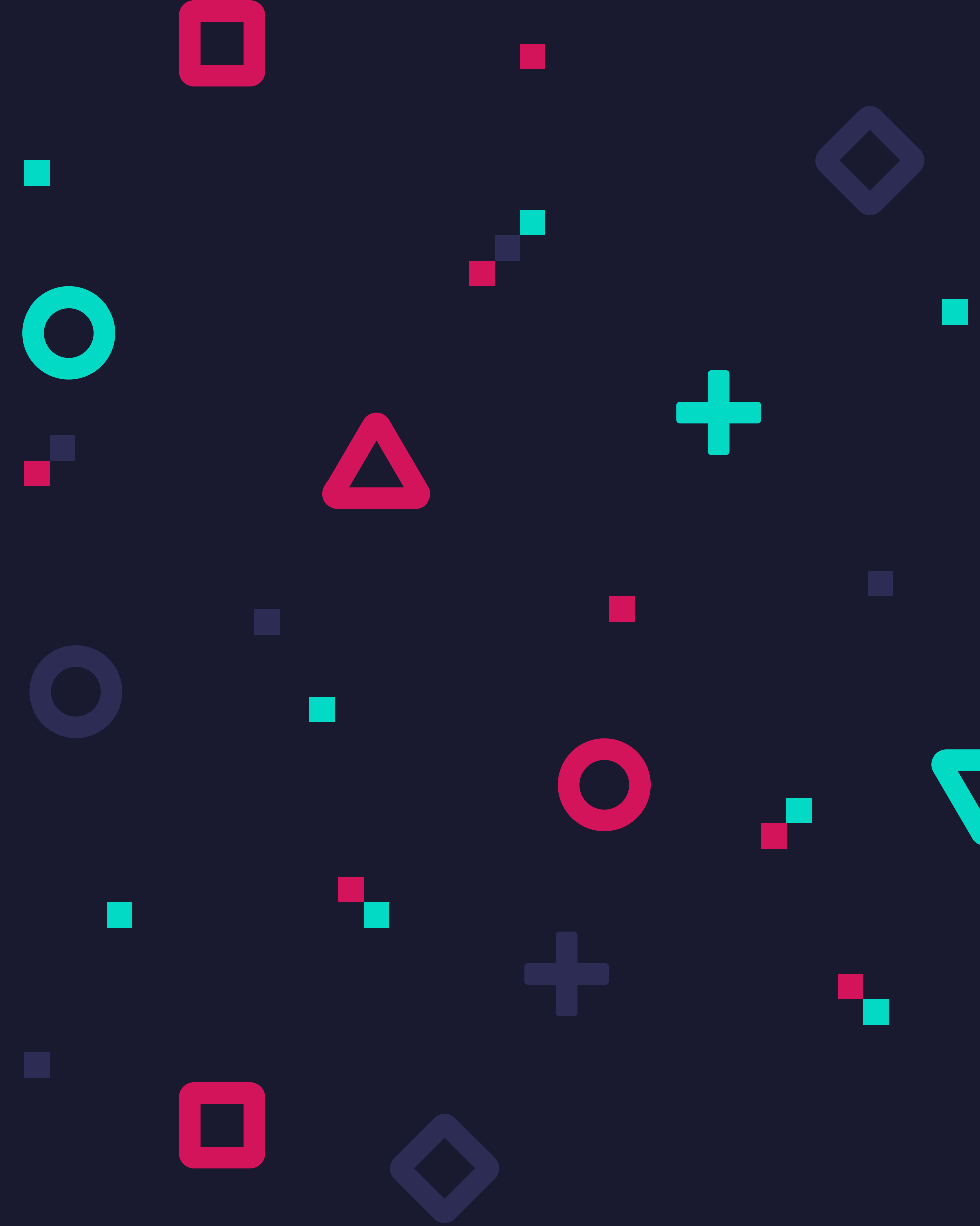


WEEK IN THE LIFE

A week in the hybrid workplace

Learn more about how your schedule can adjust to the hybrid workplace while ensuring personal wellness and workplace productivity. See how Preeti stays productive, builds relationships, and balances her schedule while working from the office 60% of the time.



WORKING AT HOME

Monday



WELLNESS

11:30am

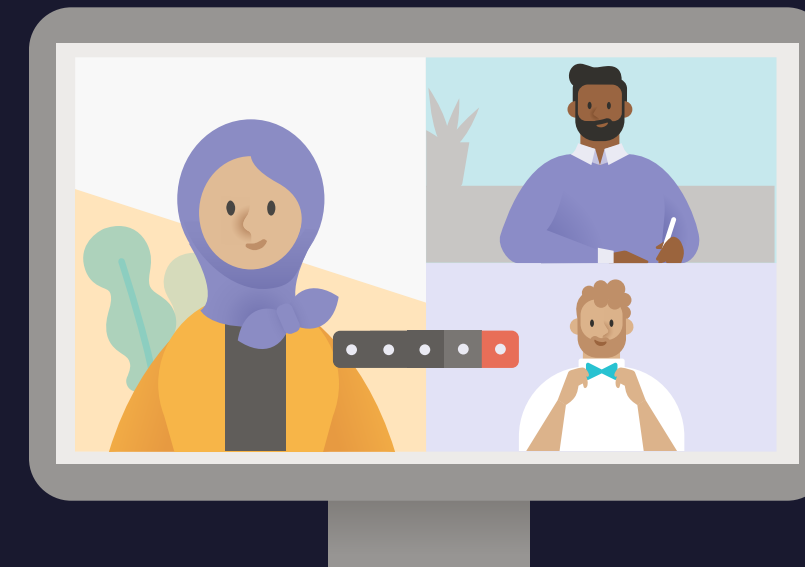
Preeti takes a 30 minutes wellness break before lunch where she can stretch, limit screen time, or even meditate.



PRODUCTIVITY

7:00am

Preeti checks her schedule for the week while walking her dog using her mobile device. She checks the Teams activity feed to see notifications and tags from the weekend and catches up on news. Preeti has blocked off the morning on her calendar and set her status to unavailable to focus on high priority work.



MEETINGS

1:00pm

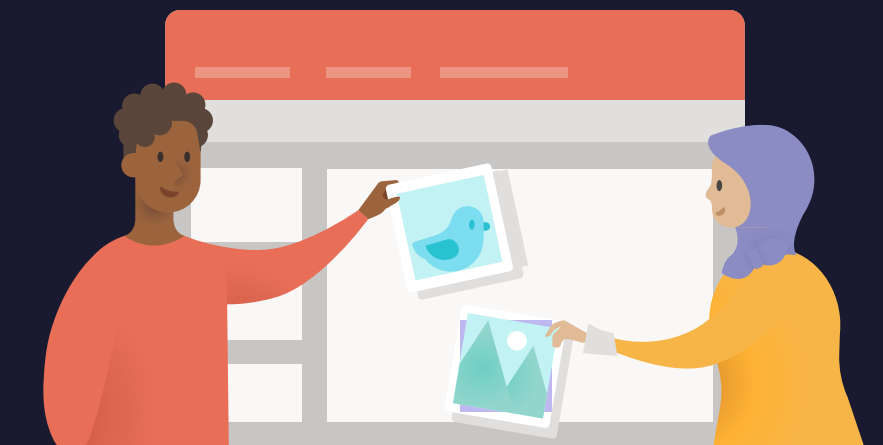
Preeti leads an afternoon meeting using Teams from her home office. She turns on her camera, and uses Teams together mode, when introducing herself to the audience. Next, she records the meeting to share later with her project team. Then, she shares her screen to present the power point to her audience.

COLLABORATE

4:00pm

When Preeti gets out of her meetings, she spends time co-authoring a PowerPoint presentation with team members to prepare for a customer sales pitch on Thursday.

When the presentation is ready to share, Preeti saves it into the project's document library in SharePoint to make sure it can be co-authored by teammates.



Tuesday

MEETINGS

9:00am

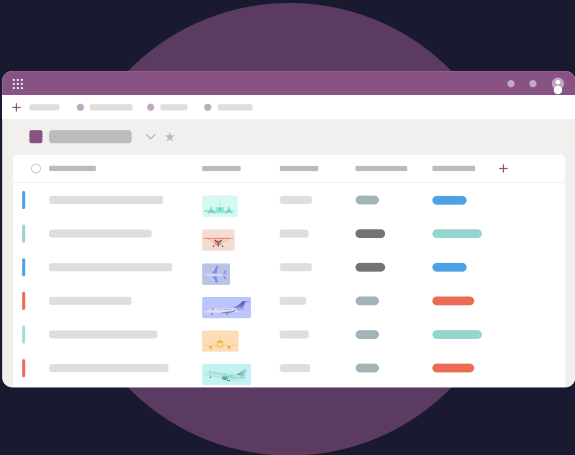
Preeti schedules meetings that require brainstorming or benefit from an in-person meeting on the days she goes to the office. Preeti starts the day with her weekly 1:1 in her manager's office. Then, she attends a series of short meetings with partners and stakeholders to discuss high-priority topics related to a customer sales pitch later in the week.



PRODUCTIVITY

2:00pm

Preeti gets notified in Teams that a training module is due by the end of the week. She sets a calendar reminder for herself to complete the data privacy and security training on Friday during scheduled focus time.



PRODUCTIVITY

4:00pm

Preeti takes her last meeting on her mobile device so that she can start the commute home to unwind from a busy day.



WELLNESS

1:00pm

Preeti's team meets weekly to have lunch together where everyone can catch up with each other.



PRODUCTIVITY

3:00pm

Preeti uses chat in Teams to share follow up items from the morning's meeting and asks the team to log known project issues in a Microsoft List.

Wednesday



MEETINGS

11:30am

To take advantage of being in the office, Preeti schedules a casual coffee break to get to know a new team member.



COLLABORATE

3:00pm

Preeti needs to focus on completing the PowerPoint deck in time for tomorrow's customer sales pitch, so she sets her Teams status to do not disturb for the next 2 hours.

Preeti uses @mentions and comments in the presentation to tag team members to add more information.

MEETINGS

10:00am

Preeti attends the monthly Town Hall. She leaves comments and questions in the Yammer feed and, tags team members in discussion, and shares links to more information.



MEETINGS

1:00pm

Preeti meets with her team in a conference room and uses whiteboards to brainstorm ideas for a customer sales pitch tomorrow. A team member takes notes and starts capturing ideas in a PowerPoint presentation that Preeti already uploaded to the SharePoint team site document library.



Thursday



COLLABORATION

11:00am

Preeti syncs with her teammate right after the customer pitch meeting and creates and publishes a status report that includes the meeting recording and key take-aways from the presentation to get team members and stakeholders up to speed on customer feedback.



PRODUCTIVITY

3:00pm

Preeti calls into her last meeting of the day using the Teams desktop app for the first half of the meeting, and then decides to take the second half of the meeting while commuting home, so she transfers the call to the Teams mobile app without dropping the call.

MEETINGS

9:00am

Preeti and a team member present and pitch ideas to customers. It's important that Preeti connects and starts to build trusting relationships with her audience, so she makes sure all meeting participants can attend in person.

Although the meeting is in person, Preeti still uses Teams to record the meeting so she can share with others and reference specific customer feedback.



WELLNESS

1:00pm

Preeti takes a 30 minutes wellness break after lunch where she can stretch, limit screen time, or even meditate.



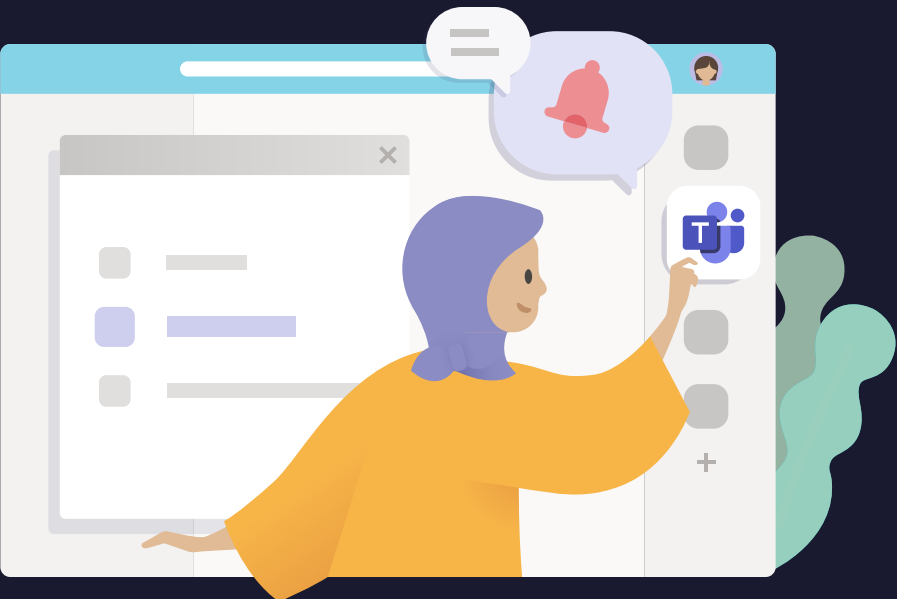
Friday



PRODUCTIVITY

11:00am

Preeti reviews a handful of meeting recordings from meetings she missed throughout the week and uses the meeting Team chat to follow up with questions and share ideas.



COLLABORATE

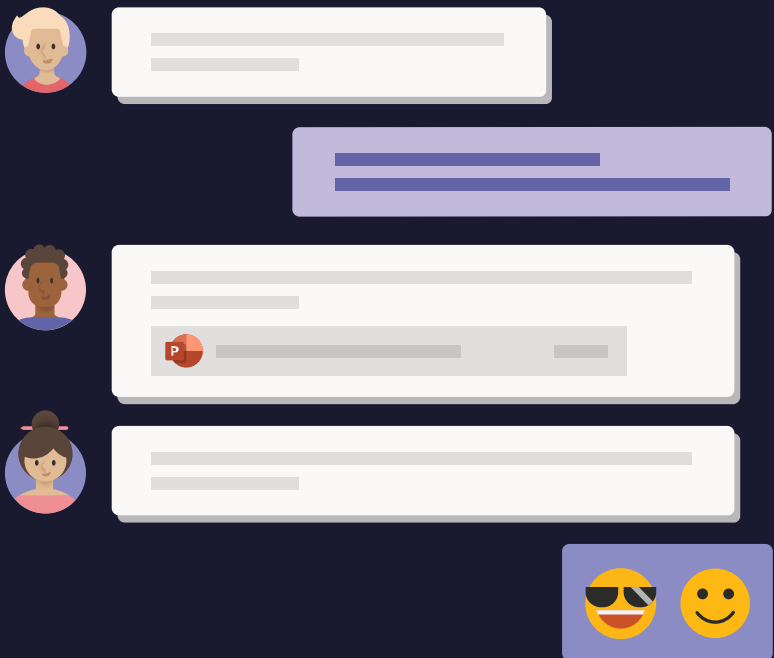
4:00pm

Preeti gets an Outlook reminder and completes the security and training courses.

PRODUCTIVITY

9:00am

Preeti takes advantage of the "no meeting Fridays" instituted by her organization to reduce interruptions and provide schedule flexibility for all employees. She begins working on projects that require focus, such as organizing and synthesizing customer feedback from yesterday's presentation.



MEETINGS

3:00pm

Preeti spends some time pro-actively managing her schedule for next week by determining which meetings should be in-person and which meetings are a good fit for hybrid and makes adjustments to her calendar as necessary.

