

WORKING AT HOME

Monday



WELLNESS

11:30am

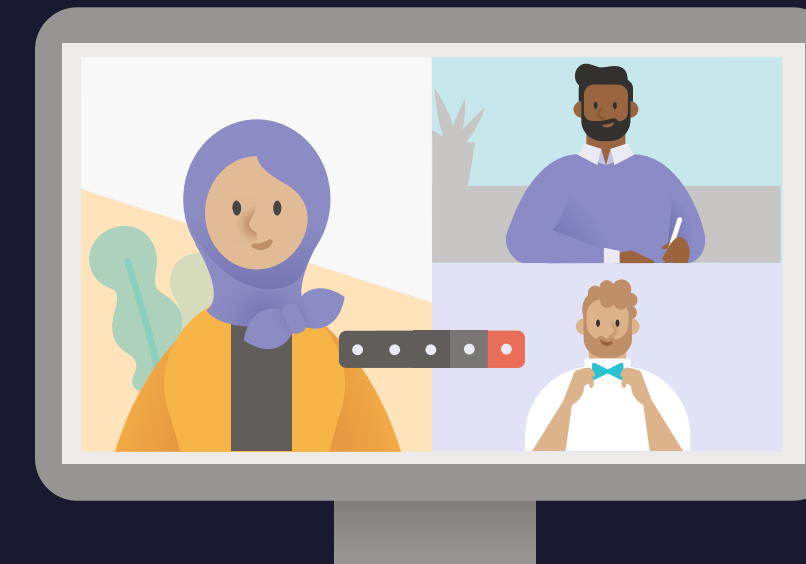
Preeti takes a 30 minutes wellness break before lunch where she can stretch, limit screen time, or even meditate.



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.

