

WORKING IN THE OFFICE

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.

