

Communication between leaders and staff is never more important than in remote work environments. Use this discussion guide on a regular basis to have conversations that help plan work, prioritize and reprioritize, and identify successes and opportunities for individuals and projects.

## How to Use This Guide

Input common practices and agreements across teams or departments here so everyone is clear about the expectations and consistent on internal processes.



Review and discuss weekly to make necessary adjustments

### Remote Work Discussion Guide

We are in unprecedented times and facing uncertainty. What we can control is how we plan our work and adjust our priorities. Schedules may vary and our ways of working will change but we know we're being productive, engaged, committed, and resilient.

COVID-19 EDITION

<p><b>Remove guesswork</b></p> <p><b>Schedules</b> [Enter information about team availability and flexibility]</p> <p><b>Communications</b> [Enter information about catch-ups and methods for communicating]</p> <p><b>Processes</b> [Enter information on administrative tasks like tracking time and PTO]</p> <p><b>Resources</b> [Enter information about the availability of resources and technology]</p> <p><b>Policies</b> [Add links to relevant policies regarding remote work]</p>	Work with meaning	<p style="text-align: right; font-weight: bold; margin-bottom: 0;">Thrive in your environment</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;"> <b>Core Hours</b> <i>I plan to be available during these hours...</i> </td> <td style="width: 33%; padding: 5px;"> <b>Capacity</b> <i>My capacity for additional work is...</i> </td> <td style="width: 33%; padding: 5px;"> <b>My State of the Union</b> <i>I'm feeling [okay, nervous, overwhelmed]...</i> </td> </tr> <tr> <td colspan="2" style="padding: 5px;"> <b>Networking + Connecting</b> <i>I plan to reach out, connect, and work with others in these ways...</i> </td> <td style="padding: 5px;"> <b>Successes + Challenges</b> <i>I'm finding success in... I'm struggling with...</i> </td> </tr> </table> <p style="text-align: right; font-weight: bold; margin-top: 0;">Work with purpose</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> <b>Maintaining Continuity</b> <i>I'm prioritizing these base business objectives...</i> <ul style="list-style-type: none"> <li>Task or project</li> <li>Task or project</li> <li>Task or project</li> <li>Task or project</li> <li>Task or project</li> </ul> </td> <td style="width: 50%; padding: 5px;"> <b>Facing Roadblocks</b> <i>I'm delayed by or waiting on...</i> <ul style="list-style-type: none"> <li>Task or project</li> <li>Task or project</li> <li>Task or project</li> <li>Task or project</li> <li>Task or project</li> </ul> </td> </tr> <tr> <td style="padding: 5px;"> <b>Being Proactive</b> <i>I'm jumping into or thinking of...</i> <ul style="list-style-type: none"> <li>Task or project</li> <li>Task or project</li> <li>Task or project</li> <li>Task or project</li> <li>Task or project</li> </ul> </td> <td style="padding: 5px;"> <b>Coming to a Close</b> <i>I'm finishing up or unable to continue with...</i> <ul style="list-style-type: none"> <li>Task or project</li> <li>Task or project</li> <li>Task or project</li> <li>Task or project</li> <li>Task or project</li> </ul> </td> </tr> </table>	<b>Core Hours</b> <i>I plan to be available during these hours...</i>	<b>Capacity</b> <i>My capacity for additional work is...</i>	<b>My State of the Union</b> <i>I'm feeling [okay, nervous, overwhelmed]...</i>	<b>Networking + Connecting</b> <i>I plan to reach out, connect, and work with others in these ways...</i>		<b>Successes + Challenges</b> <i>I'm finding success in... I'm struggling with...</i>	<b>Maintaining Continuity</b> <i>I'm prioritizing these base business objectives...</i> <ul style="list-style-type: none"> <li>Task or project</li> <li>Task or project</li> <li>Task or project</li> <li>Task or project</li> <li>Task or project</li> </ul>	<b>Facing Roadblocks</b> <i>I'm delayed by or waiting on...</i> <ul style="list-style-type: none"> <li>Task or project</li> <li>Task or project</li> <li>Task or project</li> <li>Task or project</li> <li>Task or project</li> </ul>	<b>Being Proactive</b> <i>I'm jumping into or thinking of...</i> <ul style="list-style-type: none"> <li>Task or project</li> <li>Task or project</li> <li>Task or project</li> <li>Task or project</li> <li>Task or project</li> </ul>	<b>Coming to a Close</b> <i>I'm finishing up or unable to continue with...</i> <ul style="list-style-type: none"> <li>Task or project</li> <li>Task or project</li> <li>Task or project</li> <li>Task or project</li> <li>Task or project</li> </ul>
<b>Core Hours</b> <i>I plan to be available during these hours...</i>	<b>Capacity</b> <i>My capacity for additional work is...</i>	<b>My State of the Union</b> <i>I'm feeling [okay, nervous, overwhelmed]...</i>										
<b>Networking + Connecting</b> <i>I plan to reach out, connect, and work with others in these ways...</i>		<b>Successes + Challenges</b> <i>I'm finding success in... I'm struggling with...</i>										
<b>Maintaining Continuity</b> <i>I'm prioritizing these base business objectives...</i> <ul style="list-style-type: none"> <li>Task or project</li> <li>Task or project</li> <li>Task or project</li> <li>Task or project</li> <li>Task or project</li> </ul>	<b>Facing Roadblocks</b> <i>I'm delayed by or waiting on...</i> <ul style="list-style-type: none"> <li>Task or project</li> <li>Task or project</li> <li>Task or project</li> <li>Task or project</li> <li>Task or project</li> </ul>											
<b>Being Proactive</b> <i>I'm jumping into or thinking of...</i> <ul style="list-style-type: none"> <li>Task or project</li> <li>Task or project</li> <li>Task or project</li> <li>Task or project</li> <li>Task or project</li> </ul>	<b>Coming to a Close</b> <i>I'm finishing up or unable to continue with...</i> <ul style="list-style-type: none"> <li>Task or project</li> <li>Task or project</li> <li>Task or project</li> <li>Task or project</li> <li>Task or project</li> </ul>											

Fill-in information about your own work environment and experience and use it as an opportunity to be honest about what's working, not working, and what you need to be successful.

Update tasks and projects in each bucket to help you and your manager prioritize objectives, produce great work, and pivot where necessary.

Establish a routine + set working hours

Create a dedicated workspace

Connect with others on a regular basis

Schedule office hours for casual drop-ins

Set realistic expectations with managers

Utilize work blocks to plan time

Color, doodle, or take notes during calls

Create or find a great playlist to listen to

Remember to take regular breaks

## Plan your work. Work your plan.

[> Access Insights + Resources](#)

Every organization should have a plan for managing different work styles. We have the expertise to help you. Contact our CEO, **Susan LaMotte**, via [susan@exaqueo.com](mailto:susan@exaqueo.com) or (202) 276-1086 to get started.



# Remote Work Discussion Guide



We are in unprecedented times and facing uncertainty. What we can control is how we plan our work and adjust our priorities. Schedules may vary and our ways of working will change but we know we're being productive, engaged, committed, and resilient.

## Remove **guesswork**

### Schedules

[Enter information about team availability and flexibility]

### Communications

[Enter information about catch-ups and methods for communicating]

### Processes

[Enter Information on administrative tasks like tracking time and PTO]

### Resources

[Enter Information about the availability of resources and technology]

### Policies

[Add links to relevant policies regarding remote work]

Work with **meaning**

## Thrive in your environment

### Core Hours

*I plan to be available during these hours...*

### Capacity

*My capacity for additional work is...*

### My State of the Union

*I'm feeling [okay, nervous, overwhelmed]...*

### Networking + Connecting

*I plan to reach out, connect, and work with others in these ways...*

### Successes + Challenges

*I'm finding success in...  
I'm struggling with...*

## Work with **purpose**

### Maintaining Continuity

*I'm prioritizing these base business objectives...*

- Task or project
- Task or project
- Task or project
- Task or project
- Task or project

### Facing Roadblocks

*I'm delayed by or waiting on...*

- Task or project
- Task or project
- Task or project
- Task or project
- Task or project

### Being Proactive

*I'm jumping into or thinking of...*

- Task or project
- Task or project
- Task or project
- Task or project
- Task or project

### Coming to a Close

*I'm finishing up or unable to continue with...*

- Task or project
- Task or project
- Task or project
- Task or project
- Task or project