exaqueo

Remote Work Discussion Guide

COVID-19 EDITION

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 continuing to work on and making progress with…

- 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 pressing pause or finishing up...

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

Notes