

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

All team members are expected to work 40 hours a week unless otherwise agreed to.

Communications

All team members should have weekly catch-ups with managers and respond to communications within 24-48 hours.

Processes

Exempt employees do not need to track time but must enter PTO as it's used.

Resources

company.com/hr
company.com/it

Policies

company.com/policy/WFH
company.com/policy/PTO
company.com/policy/schedule

Work with **meaning**

Thrive in your environment

Core Hours

I plan to be available daily between 10am and 4pm.

Capacity

My capacity for additional work is low at this time.

My State of the Union

I'm feeling nervous about the virus and taking care of my family and also overwhelmed with my work..

Networking + Connecting

I plan to reach out, connect, and work with others in these ways: (1) schedule a virtual happy hour with my team, (2) establish morning and afternoon office hours throughout the week, and (3) continue to participate in the weekly talent acquisition team call.

Successes + Challenges

I'm finding success in connecting with others and focusing at home.

I'm struggling with prioritizing my work and delegating tasks.

Work with **purpose**

Maintaining Continuity

I'm prioritizing these base business objectives...

- Responding to candidates
- Scheduling virtual interviews

Facing Roadblocks

I'm delayed by or waiting on...

- Postings from hiring managers
- Budget approval for new tools

Being Proactive

I'm jumping into or thinking of...

- Auditing our candidate experience and finding opportunities to increase engagement
- Q3 budget

Coming to a Close

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

- Our annual team off-site retreat
- Rewriting our job posting boilerplate