



Work From Home Discussion Guide

Communication between leaders and staff is never more important than in work from home 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

exaqueo **Work From Home 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]	Thrive in your environment		
	Core Hours <i>I plan to be available during these hours...</i>	Capacity <i>My capacity for additional work is...</i>	My State of the Union <i>I'm feeling [okay, nervous, overwhelmed]...</i>
	Networking + Connecting <i>I plan to reach out, connect, and work with others in these ways...</i>		Successes + Challenges <i>I'm finding success in... I'm struggling with...</i>
	Work with purpose		
	Maintaining Continuity <i>I'm prioritizing these base business objectives...</i>		Facing Roadblocks <i>I'm delayed by or waiting on...</i>
	Being Proactive <i>I'm jumping into or thinking of...</i>		Coming to a Close <i>I'm finishing up or unable to continue with...</i>

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 or (202) 276-1086 to get started.



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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