

7 ideas to make your teamwork great:

ABOUT FROGS AND ENERGY DRINKS

#1 MEET & GREET!

Your colleagues are either working from home or the office. Get in touch as you would when meeting in person – and ask how everybody is doing.

Tip: If your bandwidth allows, share via video. Be (pleasantly) surprised to meet your colleagues in a different environment.



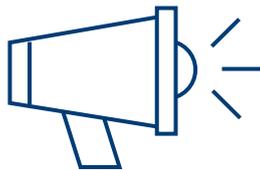
#2 BREAKS ARE ALLOWED AND ESSENTIAL!

No matter where you work from, you're probably not glued to your desk 100% of the time. Everyone needs a coffee. Or tea. Or energy drink. Or simply a break.

Tip: Use your status update in skype to let your colleagues know: "AFK" (away from keyboard) or "Chasing kids to do homework. Back in 5 mins"

#3 SPREAD THE NEWS!

Milestone reached? Product finally launched? Share your information as you would when working from the office. Intranet, Email, Sharepoint, 1-to-1 talk? Keep communicating and treat others with transparency.



Tip: Better to overcommunicate or to ask back a second time than to second guess.

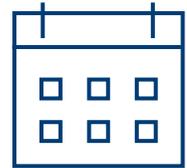
#4 MASTER THE TECHNICAL SIDE

We have many tools by our side to share information, meet electronically or work on current projects. Make sure that you know these tools and how to access them.

Tip: Check out your company's IT tools and get in touch with your IT team.

#5 STRUCTURE YOUR DAY

Tempted to lose your business suit or high heels? Still, establish a day with a structure/agenda or process around meetings and updates.



Tip: It might help to actually get up that day.



#6 DEFINE GOALS

Draw up realistic plans what you plan to achieve in the next days or weeks. This will help structure your day or work entities. Be focused, clear and concise and trust your co-workers that they will get their job done.

Tip: Google „Eat that frog method“. Suitable for vegetarians, too.

#7 USE YOUR TIME WISELY

Working remotely gives you the chance to deep dive into the projects that otherwise would have been scattered over days and weeks.

Tip: Keep telling your colleagues how you have proceeded. Maybe their deep dive thoughts are the missing puzzle piece.