

RE MOTE WORKING

HOW TO STAY
ON TOP OF
YOUR GAME

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Working remotely might feel a little unsettling, but it is also an opportunity to find your rhythm away from office distractions.

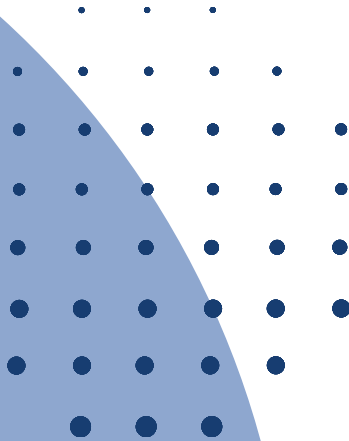
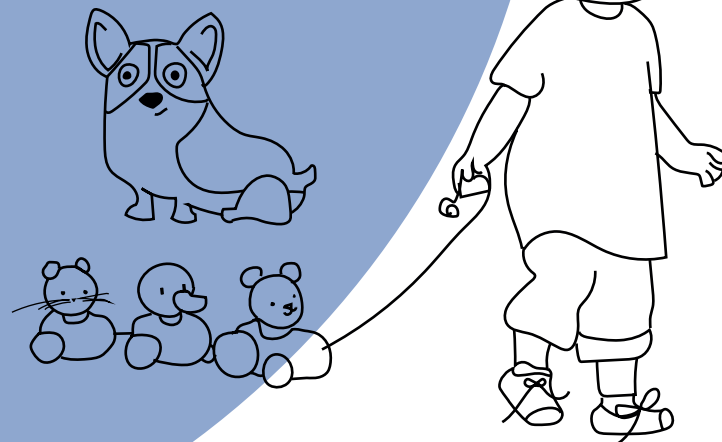
ECS has always prided itself on being an outcome focused business. We worry less about our staff being strapped to a desk 9-5:30pm, and more about whether we are collectively delivering at the same standard, speed and rate for our clients and the business as we've always done. This means that as individuals, we all have a responsibility to do the following;

- Understand what is expected from you in a given week
- Participate in regular catch ups with your team
- Flag if you have capacity, or if you have too much on your plate and need some help
- Ensure that if you have accepted a meeting, you attend on time or communicate in advance if you can no longer make it

Top Tip:

Start each morning with a hello to your team. This lets people know you are online and promotes communication and closer working during what is a remote time.

In the same breath, let folk know when you are finishing for the day. Saying goodbye as you 'leave the office' can prevent the assumption that people are still working so might save you a few Slack/Team messages.



You may have escaped office distractions, but we appreciate other distractions might have popped up.

For many, you are now in a unique position of being a consultant, teacher and parent all in the same four walls and the same 24 hours. For others, you have created a makeshift office space or might be sharing one desk with a partner. We thank you all for being so flexible during this time.

With children running round your feet and naptimes taking place sporadically, we understand that your hours might not be the normal 9-5. What we do ask is that you communicate with your team so they are aware when you might need to 'pop-off' and when you'll be back online.

Positive Communication

Because we are missing social cues, communicating regularly is super important and can go a long way to helping others feel less isolated. We're in this together, so rather than constantly setting an 'away' status on your Slack/Teams profile, be present for your team and lets continue to deliver the great work our clients have come to expect.