

Tips for Working Virtually – Week of 4.20.2020 (**Communication**)

Hello there DOR Colleagues!

This week's tips focus on communication while working remotely, including some additions provided by Sr. Research Manager, Lisa Moy, a DOR veteran at working virtually. Although these tips are geared towards managers, we thought that all research study team members may find them useful.

1. Be meticulous about how and when you communicate

- Add more context and be more careful with language than you might ordinarily be.
- Review important communications together.
- Set expectations on availability – how will you communicate if something is urgent? (phone call, text, TEAMS message, flagged email, etc.)

2. Set clear expectations

- Discuss priorities and responsibilities.
- What are your core working hours? (these may need to change week to week)
- If needed, increase your 1:1 meetings to ensure that you understand each other's expectations.

3. Give positive feedback to each other and validate the transition

- Acknowledge effort and the challenging situation that we are in – these are not normal times!

4. Allow extra time at the beginning of your meetings to chat about life

- Get an idea of what is going well and what challenges are being faced.

Reference: https://fortune.com/2020/04/06/remote-work-from-home-tips-tricks-advice-communication/?fbclid=IwAR3uGI3yGmqkV5VowF1xllwQZ1rul-pwO3rxnXB-NaEA0gHHxnufw_EQTzc

Thank you for doing everything you can to keep our work on track.

Stay safe and well!
PC Advisory Group



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