

Tips for Working Virtually – Week of 5.26.2020 (**Time blocking & IT Tips**)

Happy Tuesday, DOR Colleagues!

We have teamed up with Christine Moreno and the DOR IT Team to include technology tips in our biweekly emails. Please continue to send us issues you want us to cover, helpful articles and tips of your own you'd like us to share.

Working Virtually Tip – Time Blocking

Having structure can be especially helpful when days seem to blend into each other. This week's featured article covers a time management method called **time blocking**. With this method, instead of "keeping an open-ended to-do list of things you'll get to as you're able", you prioritize your task list in advance and create a structured schedule of what you'll work on and when. Time blocking helps promote "deep work," with the goal of becoming more intentional about how you spend your time while counteracting an inclination toward procrastination or perfectionism. [Read more](#)

IT tips

Internal/External calls through Teams

- You can make internal calls to KP staff using MS Teams by simply opening Teams, looking up a KP name and clicking on the phone icon.
- If you need to make external calls and do not have a KP-issued iPhone, you may need to request a MS Teams 10 digit dialing number. Again, this enables you to make phone calls to external collaborators, vendors and non-KP staff. Your manager can complete and submit this form to request a number: <https://sp-cloud.kp.org/sites/Teams10DigitDialing>

Use the Laptop Application for Teams Meetings

- If you are joining a MS Teams Meeting and remotely accessing your desktop at the same time, make sure you join the Teams meeting from your Laptop application. The laptop application is where your audio/video options for Teams meetings are saved. If you join the meeting using your desktop application, it will use your desktop settings, which may be different than your laptop device settings—headset device connected to your laptop, Bluetooth, etc. Minimize your remote session then join the meeting from your laptop application.

Docking Stations

- Docking stations are being deployed with every new laptop deployment. Test/mock set up will be done to confirm connections with the user—external monitor, power, etc.
- If you are already working at home without a docking station and need one, submit a request to the [Online Service Desk](#). Your laptop may require the docking station driver to be installed if this is a first time set up. Because there may be graphic card or other specific requirements for your set up, it is best to complete the follow-up to avoid any performance issues. DOR IT will follow up with you to confirm docking station drivers and set up are completed.

Stay healthy!
The PC Advisory Group