

# REMOTE Mindset



## Remote Mindset

- Say what you do
- Don't wait for help, ask for it
- Be proactive
  - Start with "What do others need from me?" before asking "What do I need from others?"
- Take time to learn about the tools ("Sharpen your axe")

## Your Health

- Get up and stretch once in a while
- Schedule breaks and block your lunch time
- Do your break somewhere else and leave your desk for a while
  - You should be able to really relax physically and mentally in order to be fully refreshed afterwards
- Define core working hours and stick to them so that others also do know when you are working
- Don't be available all the time. There is a danger of being overwhelmed or working too much. It's your own responsibility to manage your workload
- Turn off / Mute the chat / Outlook, if you feel overwhelmed. Focus for a while and pause distractions. After that do (mental) breaks and turn on your communication tools again

## Social Connection

- Incorporate social contact with peers remotely (coffee breaks, lunches, etc.)
- Solve conflicts quickly through video chat.
- Avoid never ending message ping pong by having a call to solve issues quickly
- Reply to people right away, even if you do not yet have the full solution. Make people aware that you got their message and will get back to them later