

TRANSITIONING TO A VIRTUAL WORKFORCE

How To Be Present, When You Aren't There

1

**Create
Space to
Focus**

Transitioning to virtual work takes some time getting used to.

- Make the transition easier by establishing routines right away for when you start work, take breaks, and finish for the day.
- To the extent possible, separate your home-life from your work activities. The routines mentioned above should help create boundaries between you and family members.
- At the beginning of the day, set concrete goals for what you want to achieve. Focus on a few critical outcomes or deliverables you'd like to get to, rather than activities.

2

**Communicate
Often**

Virtual work requires more frequent communication to ensure everyone is clear on responsibilities and expectations, has access to the most up-to-date information, and deter duplicate work efforts.

- Leverage team-based apps, file-sharing systems, or other company-specific programs to enhance communication.
- Leverage other platforms for fast collaboration and communication—Whatsapp, WebEx, texting, other company internal apps, or phone calls.

3

**Be Present
and Flexible**

You will need some trial and error to find out what works best for your team to stay connected and complete deliverables.

- Adapt your work style and communication to what works best for your work group as a whole. Regularly check in with your team members about how to remove barriers.
- Make the most of the touch points you have by being fully present during calls; engaging in discussions and asking clarifying questions, instead of multi-tasking.

About ALULA®

ALULA® is a management consultancy founded in 1993 as Continuous Learning Group, Inc. (CLG) to assist Fortune 500 companies with improving strategy execution. Today, ALULA exists to inspire and accelerate the extraordinary growth of individuals and exceptional performance of business. ALULA employs proven principles of behavioral science to help organizations more efficiently and effectively implement change, enhance leadership capability, and improve performance.