First Friday Forum

Building Community Remotely
Tips for Working and
Convening Online

WELCOME!

Tips for Working and Convening Online

A bit of self care first

Wendy Camilla Blackwell
Senior Associate

Poll #1: Prior to COVID-19, how often did you work from home?

1. Everyday
2. Regularly (1 or more times per week)
3. Often (2 times or more per month)
4. Sometimes (1 time per month or less)
5. Never

Poll #2: How often do you work form home now?

1. Everyday
2. Regularly (1 or more times per week)
3. Often (2 times or more per month)
4. Sometimes (1 time per month or less)
5. Never

Try to keep your routines

"Experts recommend sticking to your daily routine even while working from home"
New Yorkers:

Poll #3: How many of you are both working from home and have additional distractions/challenges? Please share which of the option(s) below best describe your current situation [Select all that apply]

1. I have a child/children who require some supervision
2. I have a child/children who require substantial supervision
3. I have more people at my home than in my typical workspace
4. I have four-legged friends
5. Other (please share your response in the chat)

Plan your day

- Plan blocks of time to work

- Schedule meetings around nap time if you can

- Carve out time to have lunch and snacks with the kids

- Plan to take a break

Don't power through and sit all day

Use these 8 simple stretches to reenergize and refocus

Stay hydrated

- Bring a bottle of water to your work area and sip it throughout the day

- Stand up and move around every 20-40 minutes; refill your water while you're up

- Ice water energizes and encourages the body to burn calories

Blink to protect your eyes

- Move the screen so your eyes are level with the top of the monitor. That lets you look slightly down at the screen.
- Try to avoid glare from windows and lights. Use an anti-glare screen if needed.
- Choose a comfortable, supportive chair. Position it so that your feet are flat on the floor.
- If your eyes are dry, blink more.
- Rest your eyes every 20 minutes. Look 20 feet away for 20 seconds. Get up at least every 2 hours and take a 15-minute break.

Don't underestimate the power of play!

Make break time meaningful

- Read stories and play dress up

- Use items around the house to join in the play

- A box can be a castle, a train, a hide out, a present, and a dollhouse

- The dish towel can turn any mortal into a superhero

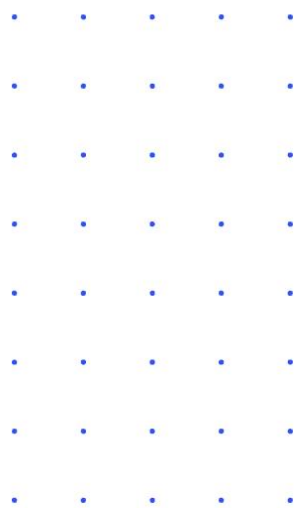- A pot and spoon can be the best drum section ever
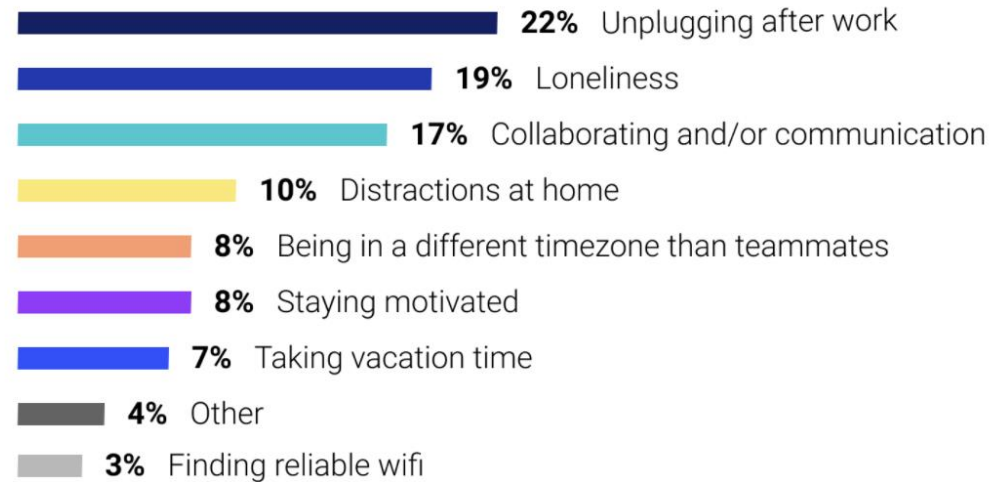
Jess Bizik
Director of Engagement

How connected do you feel to your workplace right now?

Remote workers struggle with unplugging.

Remote work isn't always as Instagram-worthy as it may seem. In fact, many remote workers struggle with unplugging from their work, loneliness and communicating.

What's your biggest struggle with working remotely?

- **22%** Unplugging after work
- **19%** Loneliness
- **17%** Collaborating and/or communication
- **10%** Distractions at home
- **8%** Being in a different timezone than teammates
- **8%** Staying motivated
- **7%** Taking vacation time
- **4%** Other
- **3%** Finding reliable wifi

State of Remote Report / **2019**
buffer.com/state-of-remote-2019

Q: How do we reduce isolation, maintain productivity and build community?

A: Communications + Culture
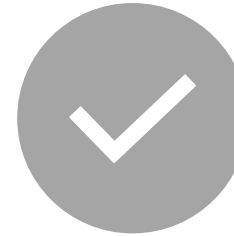
Think of it as building a "virtual" office...

- Leverage technology
- Define tools (org-wide, offer training)
- Practice until it becomes natural

The Virtual Workplace Trifecta

Chat (we use Google Hangouts)

Video (we use Zoom)

Project Management Software (we use Trello w/ Google docs)

Favorite Hacks

- Custom chat channels
- Status messages
- Buddy Pairing
- Virtual Coffees
- Meeting check-ins
- Care, share, flair

Culture Club

Maintain rituals

Teambuilding activities

Employee wellness

Leadership in action

Thought for the Day:
Love is Greater Than
the Virus

Father Greg Boyle
Homeboy Industries

Toni Shoola, Associate, Impact

Convening Meetings

Tips for engagement

Plan to participate in virtual meetings

Review the agenda and documents in advance

Be present during the meeting

Take notes

Follow up with emails and documents

Don't end the meeting without sharing next steps and deadlines

Share documents for which the group will need to respond

The 60-Second Rule

- Feel the problem
- Experience the problem
- Create empathy

Poll #5: What is your biggest challenge in hosting virtual meetings?

1. Communication
2. Scheduling
3. Technology
4. Other (please share your response in the chat)

The Responsibility Rule

- Create an experience of shared responsibility
- Conversation rather than presentation

The nowhere to hide rule

- Give a task
- Assign the problem
- Provide medium to communicate
- Limited time frame

The MVP Rule

5-Minute Rule

- Give another problem to solve
- Keep the conversation engaging

Webcasts

- Planning
  - Identify Goals
  - Tech Check
  - Dry Run
  - Guiding Document
    - Run of Show

Audience Engagement

- Webcast Length
  - 60 minutes or less
- Use a variety of medias
- Regular opportunities for interaction
- Change of voice

Want to learn more? Let's chat!

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