

WELCOME TO BEST PRACTICES FOR REMOTE WORK

In one word, describe your day so far.

Visit menti.com and enter the code below now to begin.


Mentimeter Code: **Insert Updated Mentimeter Code**

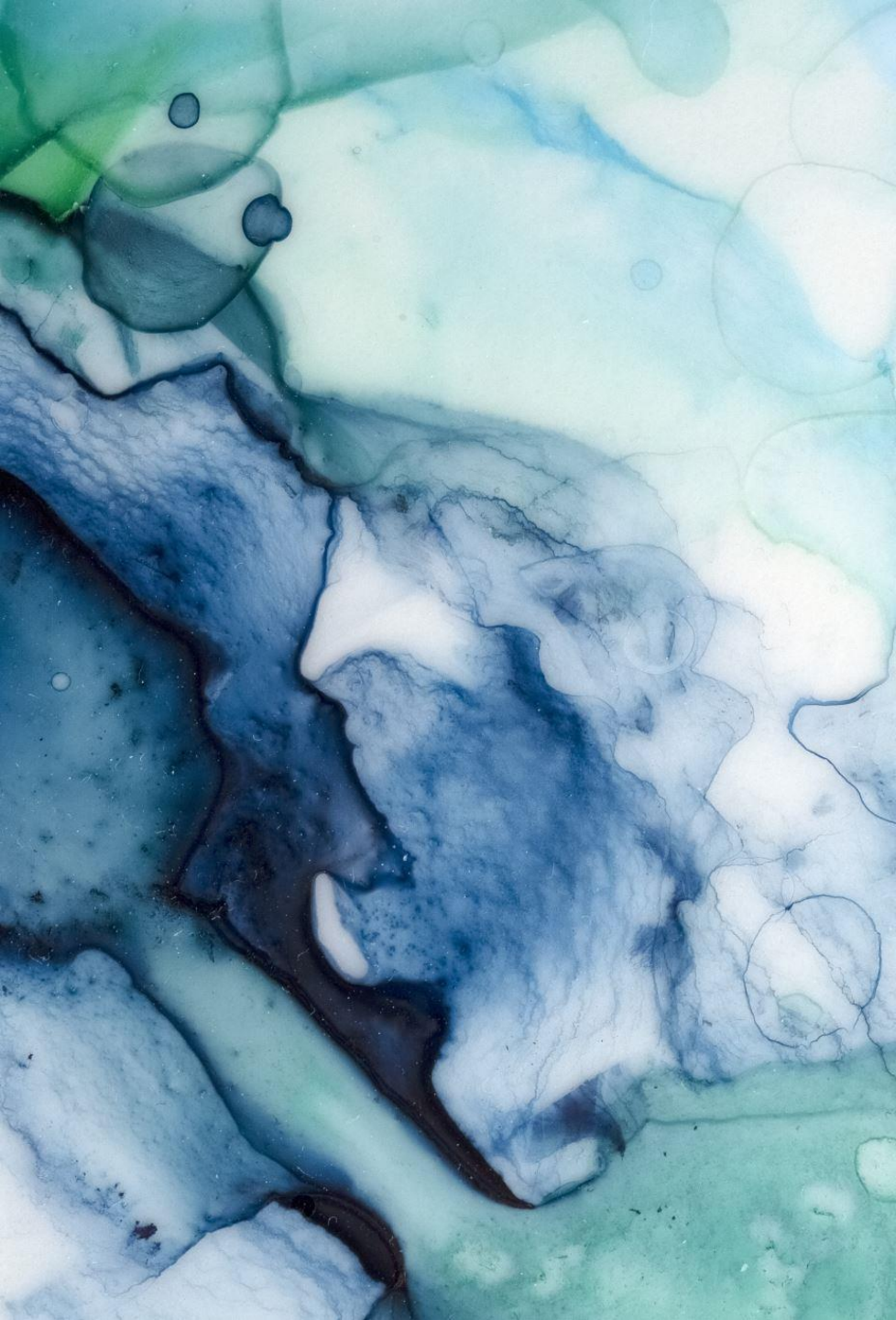
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TRAINING AGENDA

- Introduction
 - Productivity and Time Management Strategies
 - Communication in the Virtual Workspace
 - Managing a Good Work-Life Balance
- 




INTRODUCTION



OBJECTIVES

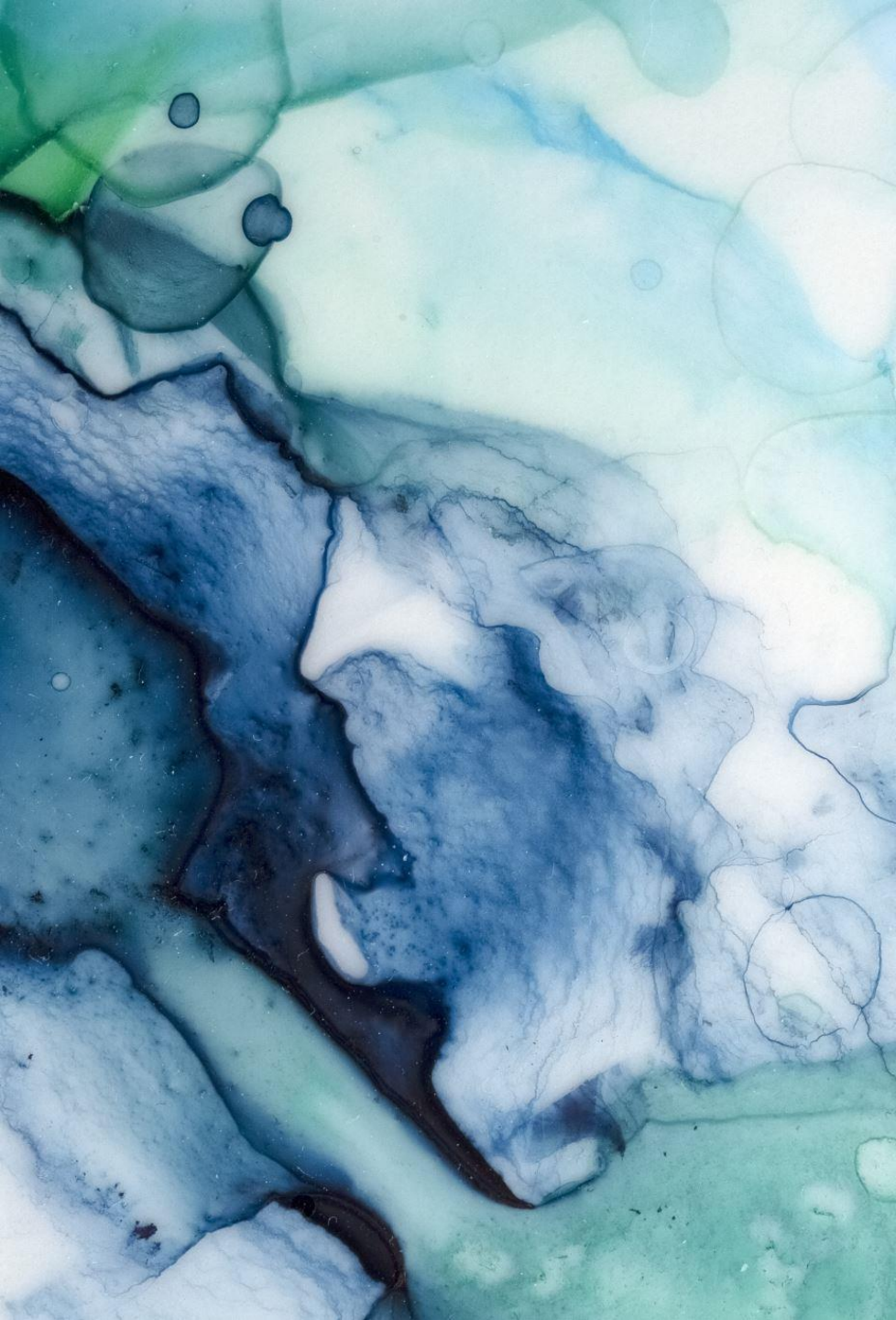
At the end of this training, you will be able to:

- Classify tasks by their priority.
 - Identify a time management strategy to use.
 - Choose an appropriate method of remote communication.
 - Design a work-life balance plan
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OUR MISSION

Providence Group Banking aims to provide world-class financial services to our clients and support our employees in creating a healthy work-life balance.





PRODUCTIVITY AND TIME MANAGEMENT

TASK SETTING

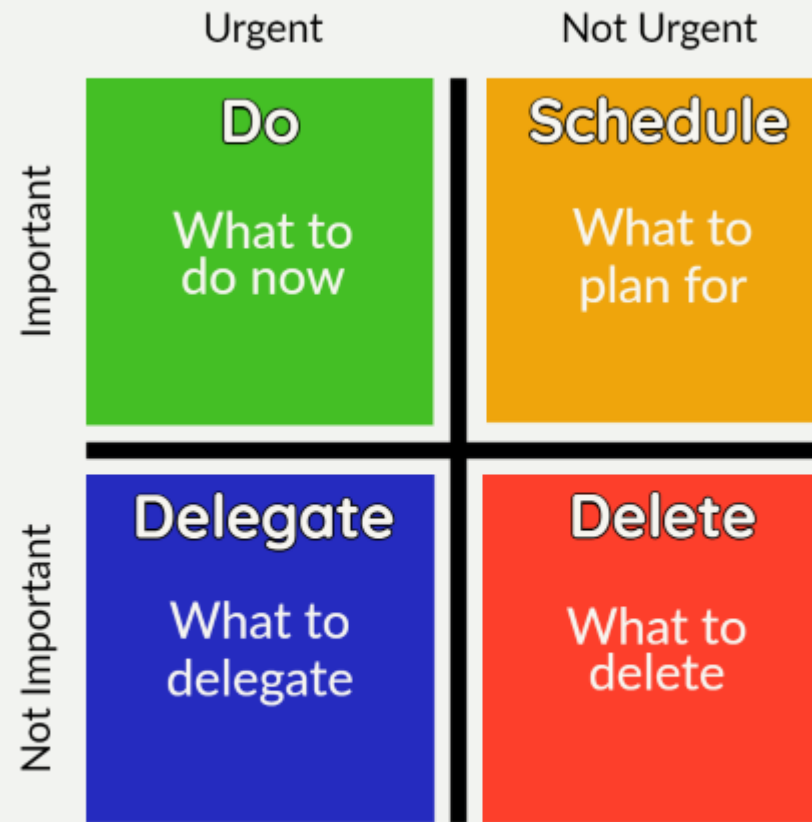
At Providence Group Banking, you will be responsible for managing multiple tasks simultaneously.

You will need to know how to prioritize your workload.

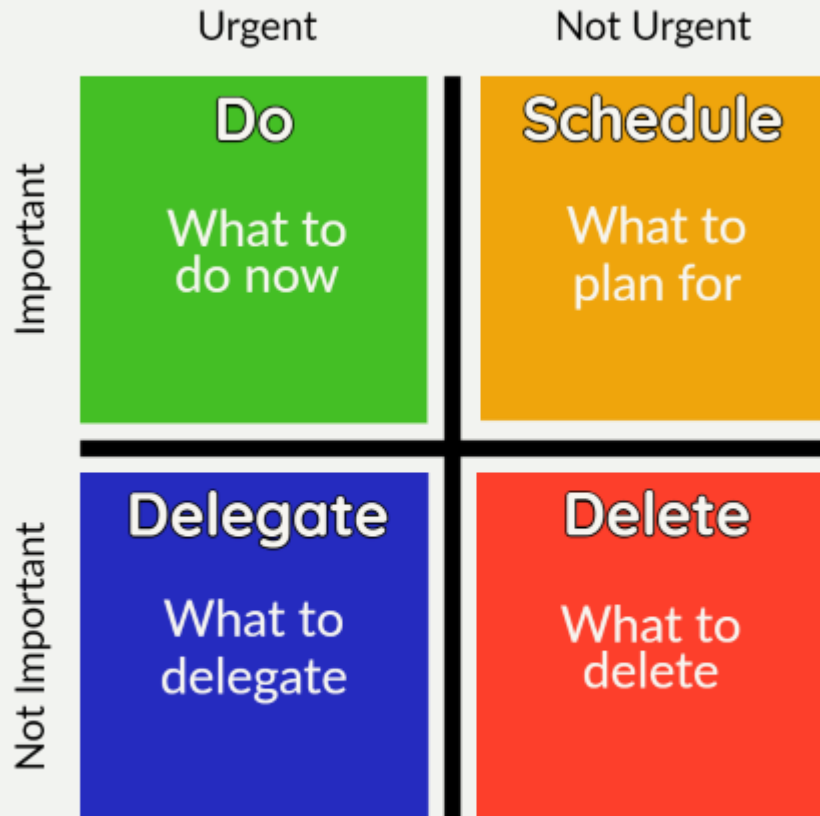


EISENHOWER DECISION MATRIX

This prioritization method helps you make decisions quickly and stay organized.



BREAKOUT ROOMS



Directions:

As a team, sort the tasks on slide 10 into the decision matrix based on their priority.

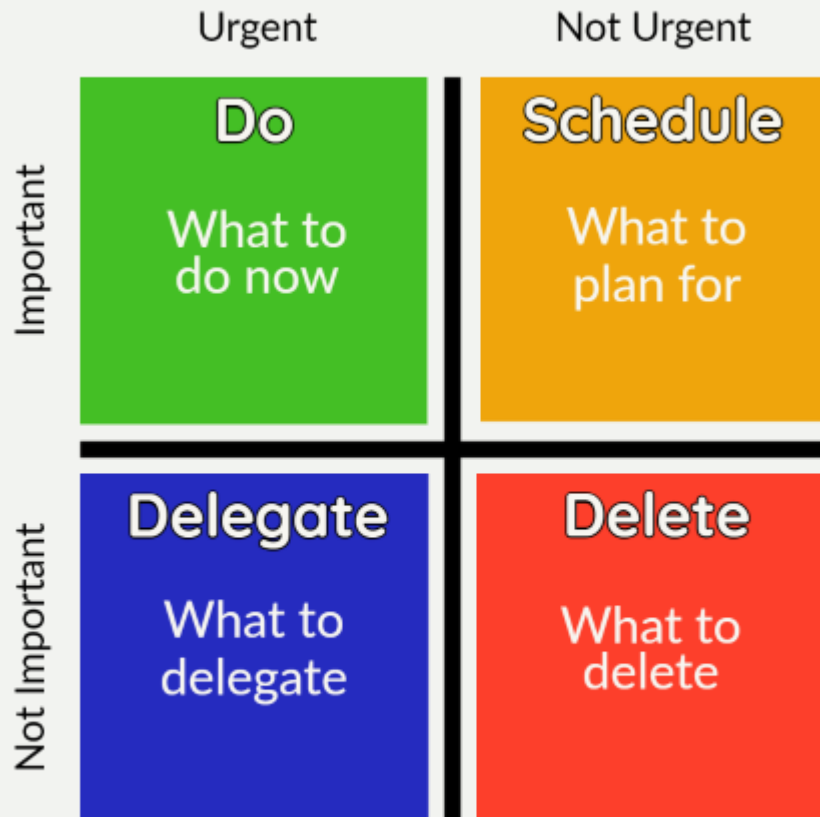
Time:

5 minutes

Post-Discussion:

Be prepared to share out your team decisions as a group.

EISENHOWER DECISION MATRIX



As a team, sort these tasks into the decision matrix as you would prioritize them based on their importance and urgency.

- Picking up your sick child from school.
- Professional development needs.
- Scrolling social media.
- Meal prepping for the week.
- Addressing customer concerns.
- Regularly exercising.
- Talking to someone about your weekend.
- A meeting that doesn't require your attendance.

TIME MANAGEMENT STRATEGIES

Now that you know how to prioritize your tasks, these strategies can help you manage your work throughout the day.



Pomodoro Technique



Time Blocking



One-Minute Rule

CHECKING IN

Which time management strategy have you used before or are you looking forward to trying?



Pomodoro Technique



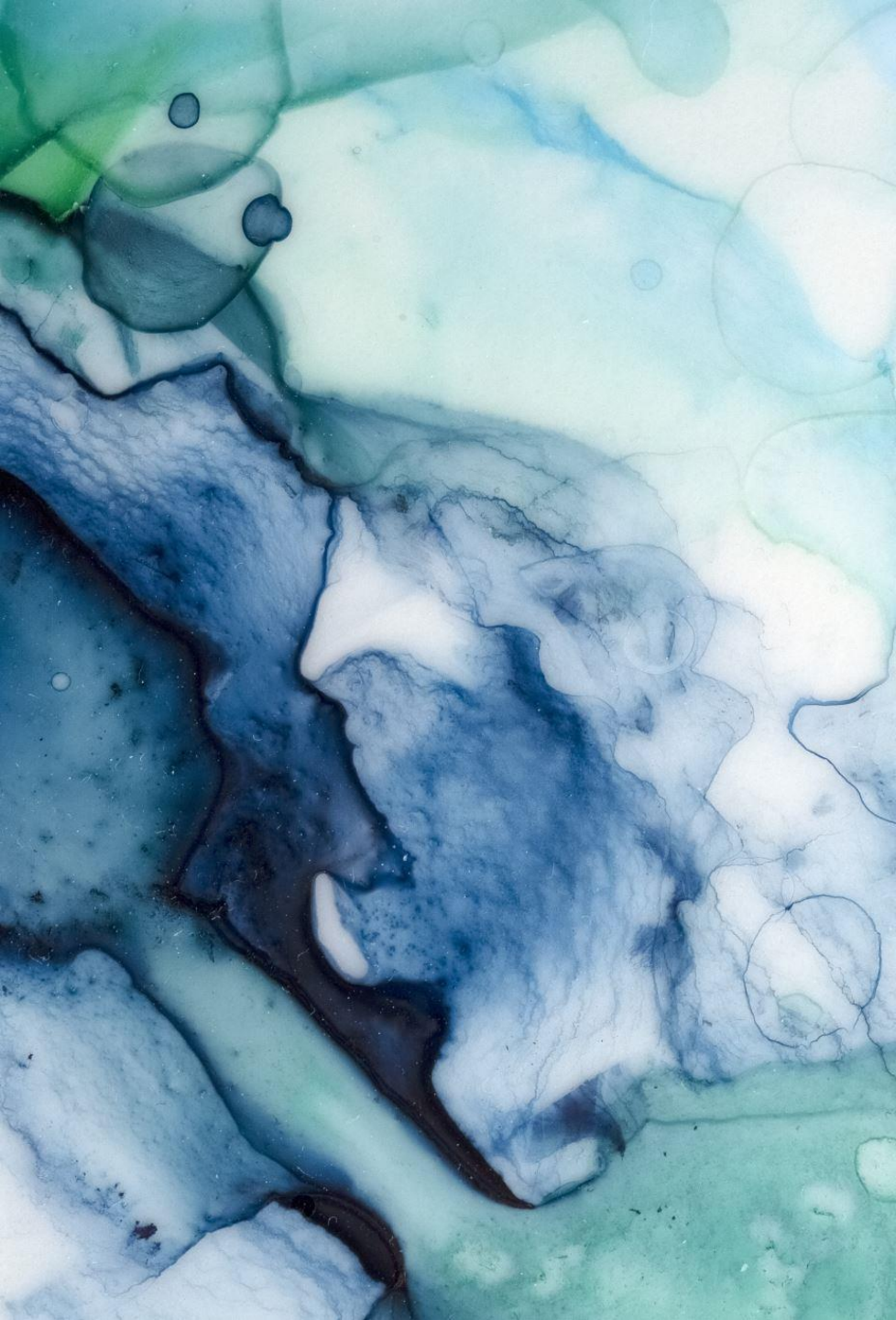
Time Blocking



One-Minute Rule



Unmute or type your answer into the chat.



COMMUNICATION IN THE VIRTUAL WORKSPACE

COMMUNICATION TOOLS

Email



- 👍 Update multiple people
- 👍 Simple clear information

Instant
Messaging



- 👍 Brief professional conversation
- 👍 During business hours



Phone



- 👍 Urgent or in-depth conversation
- 👍 Tone of voice

Virtual
Meeting



- 👍 Visual presentation of information
- 👍 Recording or transcript needed

COMMUNICATION TOOLS

Email



- 👍 Negative communication
- 👍 Immediate response required
- 👍 Private information disclosed

Instant
Messaging



- 👍 Confidential information
- 👍 Complex information
- 👍 After business hours



Phone



- 👍 Difficult conversations
- 👍 Lengthy voicemail messages
- 👍 Loud environment

Virtual
Meeting



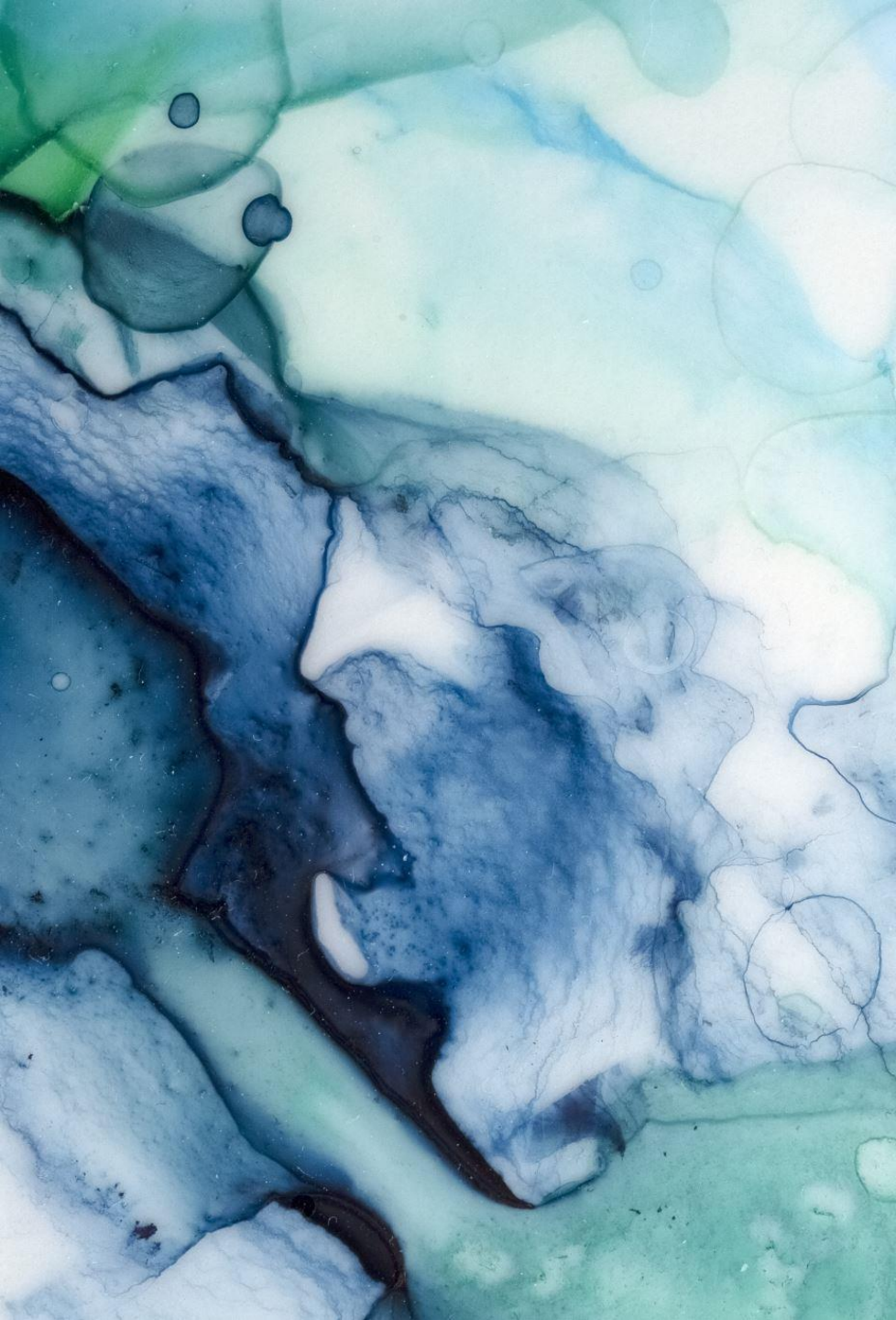
- 👍 Visually distracting backgrounds
- 👍 Cameras off
- 👍 Confidential information

BREAKOUT ROOM

Scenario: It's after business hours and you have a question about the timeline for a project you're working on.

Which communication type do you use?





MANAGING A GOOD WORK-LIFE BALANCE

KEY STRATEGIES

- Pause and Evaluate
- Assess Your Priorities
- Time Management
- Establish Boundaries
- Reflect, Refine, Repeat



PAUSE AND EVALUATE

Consider these questions:

- Am I spending enough time doing what I want?
- Are my time and energy spent on people or things that are meaningful to me?
- Am I aligned with my personal and professional goals?



ASSESS YOUR PRIORITIES

Consider these questions as you prioritize your day.

- What really matters to me and am I doing enough of it?
- How can I make sure I spend enough time on my goals and relationships?
- How can I integrate my responsibilities, so I honor more than one at a time?



TIME MANAGEMENT

Focus on managing your time so you can achieve your goals by using one of the time management strategies discussed earlier.



Pomodoro Technique



Time Blocking



One-Minute Rule

ESTABLISH BOUNDARIES

Setting small boundaries at work can help you maintain a work-life balance.

- Physical- personal space, touch, health, hunger, energy.
- Emotional- your feelings, coworkers' feelings, mental energy.
- Time- time management, requests



REFLECT, REFINE, REPEAT

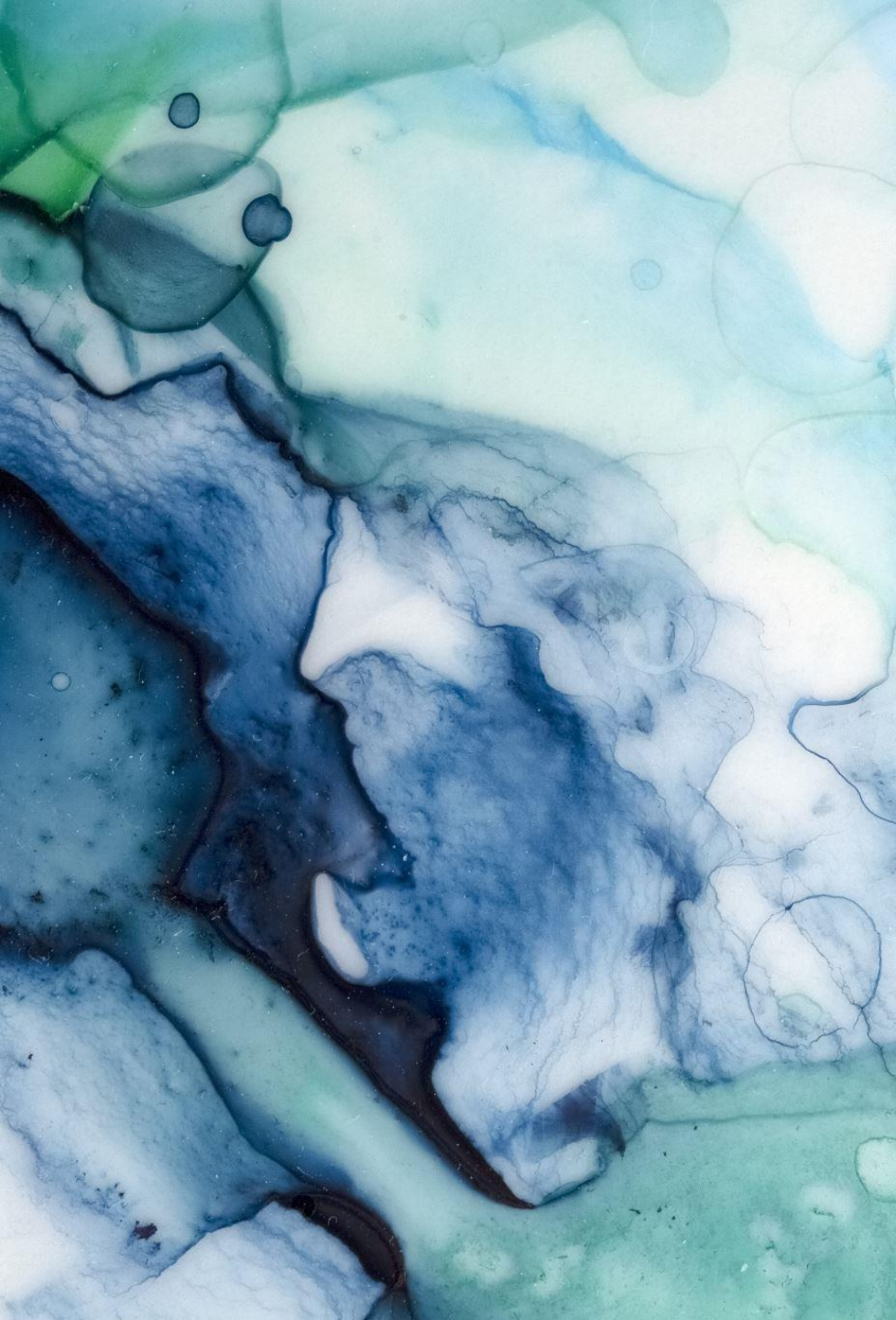
Life changes and your priorities will shift over time. It's important to reflect on your current work-life balance and make small changes that improve your experiences at work and at home.



INDEPENDENT REFLECTION

Take the next 5 minutes to analyze your priorities and determine 2-3 small boundaries you can set at work that can help you achieve your goals.





CLOSING

SUMMARY

Now that you understand how to set priorities and manage your time, communicate in the workplace, and set healthy work-life boundaries, you're ready to take on your new career with Providence Group Banking.



THANK YOU FOR ATTENDING!

