Payroll Pros
REMOTE READY
Empowering You in the Virtual Work Environment
ONBOARDING
July 2023
1

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Welcome to the Team!

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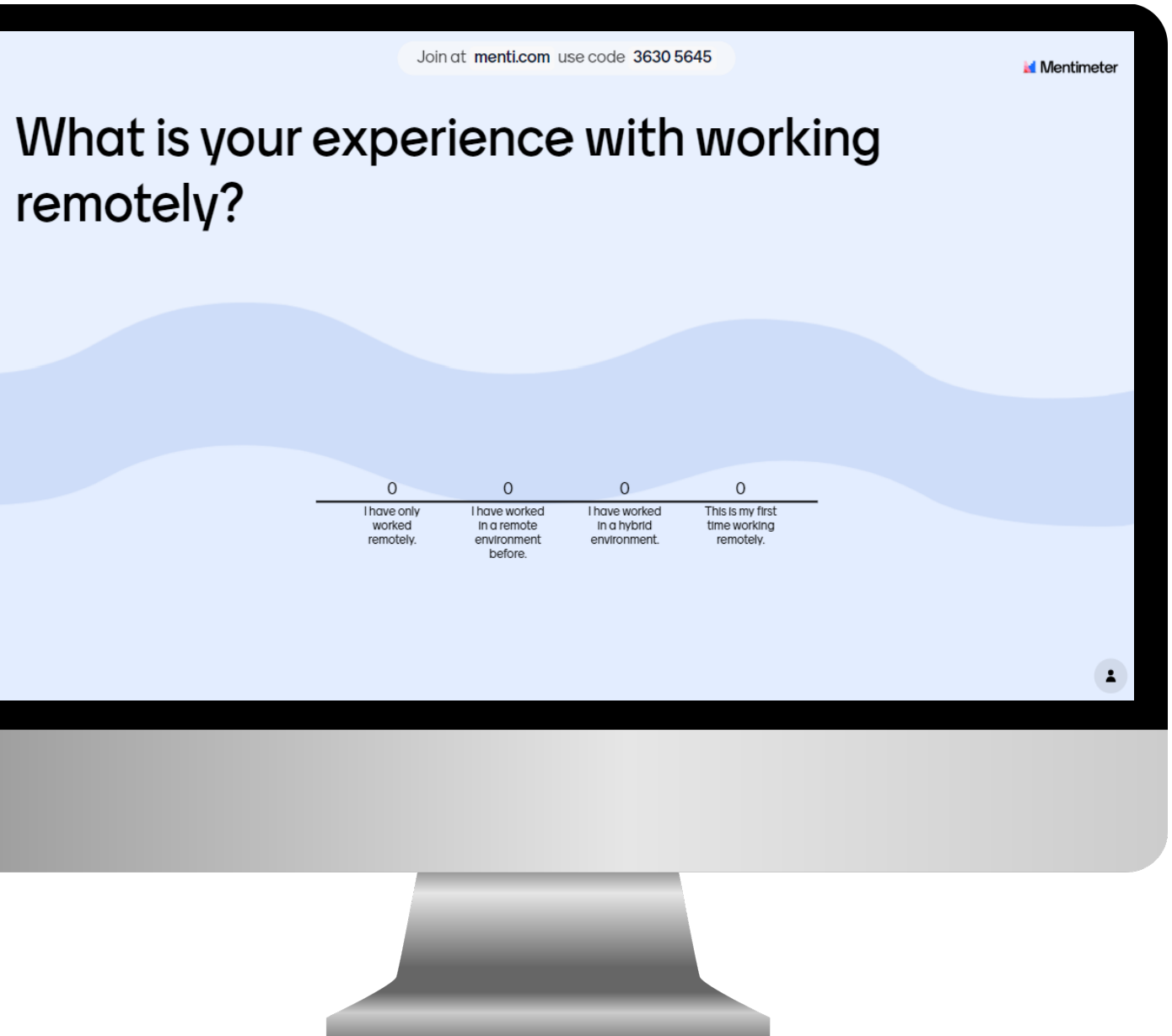

Opening Question . . .

Mentimeter

***Join at*: menti.com**

***User Code*: 3630 5645**

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Mentimeter Results/Switch screenshare to second monitor showing results.

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HOUSEKEEPING

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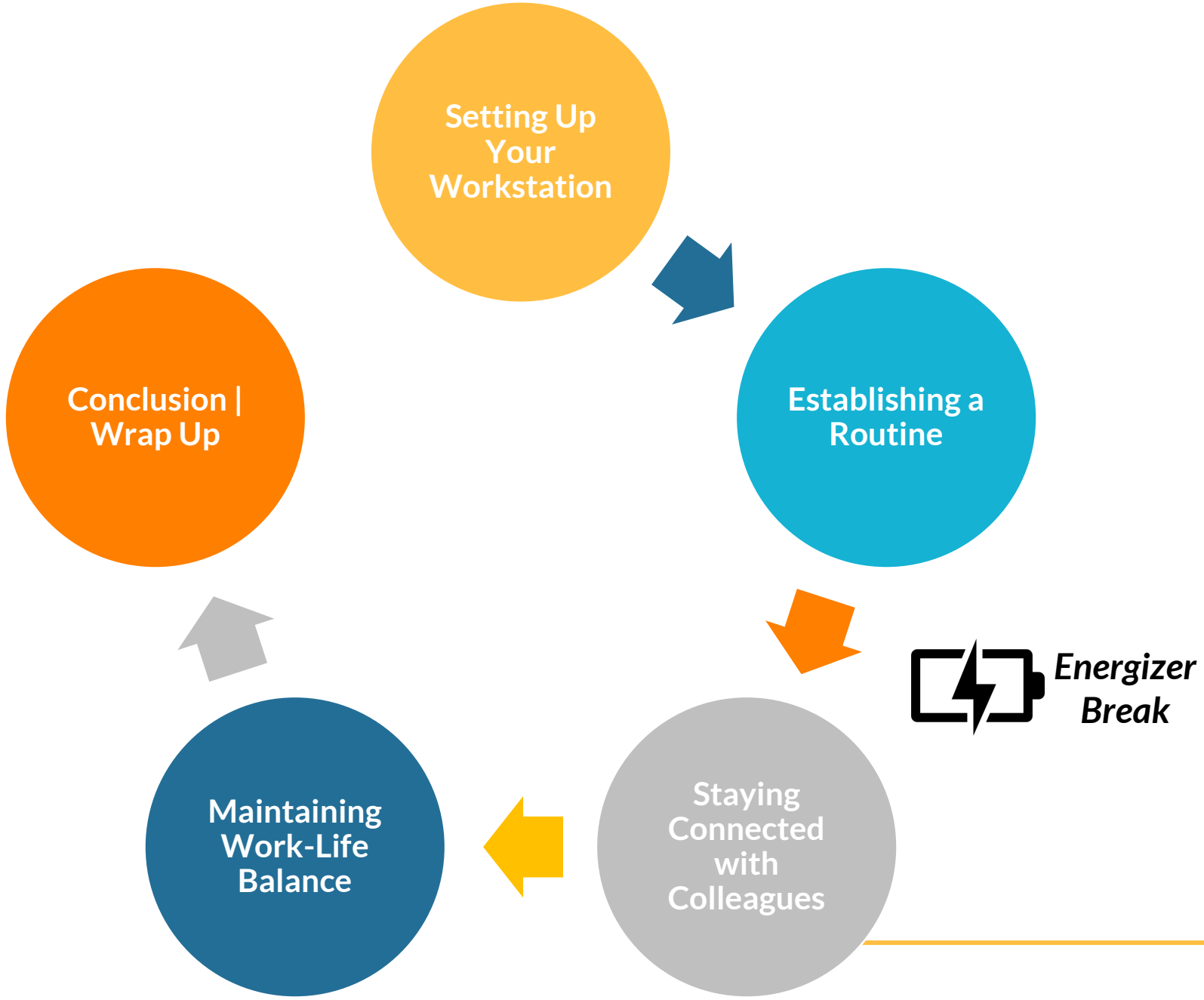
AGENDA



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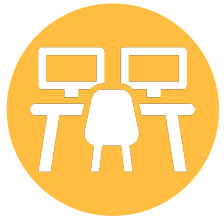
OBJECTIVES



Discuss the importance of setting up a home workspace separate from other areas of the home and is ergonomically appropriate.

Set boundaries to minimize distractions and create a schedule.

Discuss ways to build connections with colleagues.

Develop strategies to effectively manage workloads.

Maintain work-life balance through self-care practices.

01

Setting Up Your *Workspace*

“Outer order contributes to inner calm.”

Gretchen Rubin

PAYROLL *PRO*

SCENARIO 1:

Meet Rebecca!

Elements to Setting Up Your Workspace

Designated Workspace

Ergonomic Considerations

Setting Boundaries

Minimize Distractions

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Designated Workspace

Create your own space.

Create separation between your personal life and your work life.

Add touches to make it comfortable and inviting.

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Ergonomics

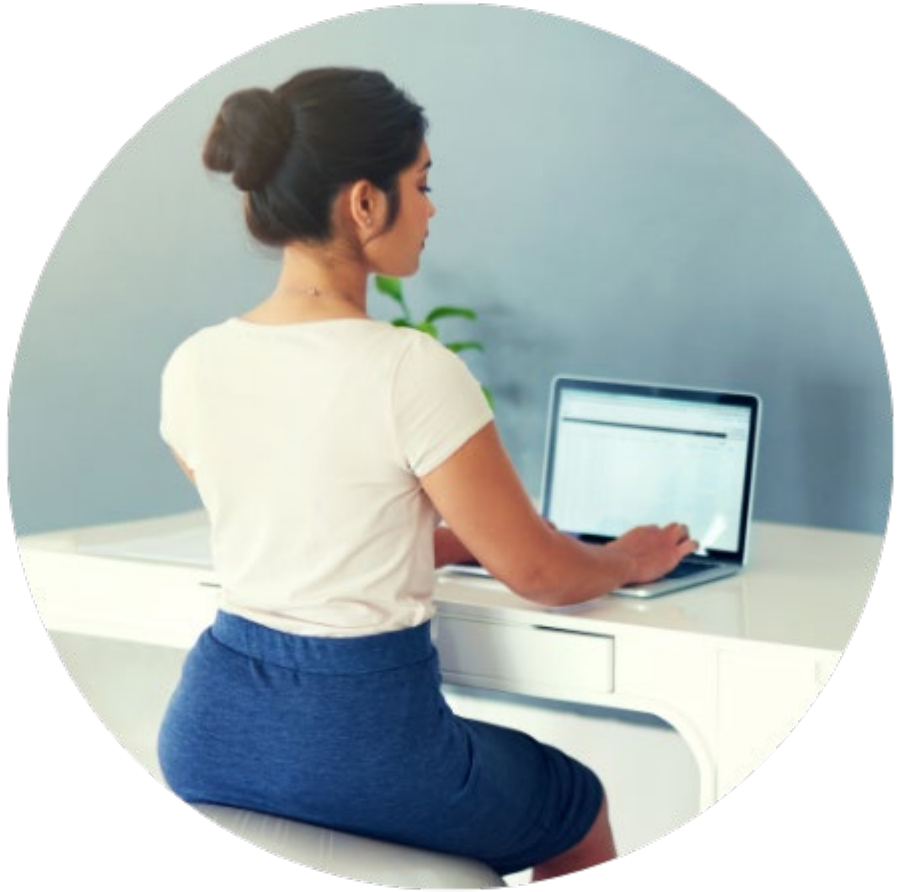
Desk height considerations

Chair selection

Good lighting

Assistive technologies

Resource: LINK



Boundaries

Set boundaries for yourself and others

Create a set schedule for when you work

Communicate boundaries with family members and roommates

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Distractions

Reduce distractions

Place mobile device face down

Turn off non-essential notifications

Hold yourself accountable for your behavior and work schedule

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Chat Check-in:

Which part of **Setting Up Your Workspace** will be the most challenging for you?

02

Establishing a *Routine*

"Your future is found in your daily routine. Successful people do daily what others do occasionally."
Paula White

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SCENARIO 2:

Meet Sam and Wiley!

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Remote workers report:

44% struggle with work-life balance

Source: Buffer

With a consistent routine, they experience better sleep quality and duration

Source: PLOS ONE

With a consistent routine, they experience higher levels of work-life balance

Source: Owl Labs.

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Benefits of establishing a routine:

Time Management

Productivity

Focus and discipline

Mental well-being

Work-life balance

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Chat Check-in:

Which part of **Establishing a Routine** will be the most challenging for you?

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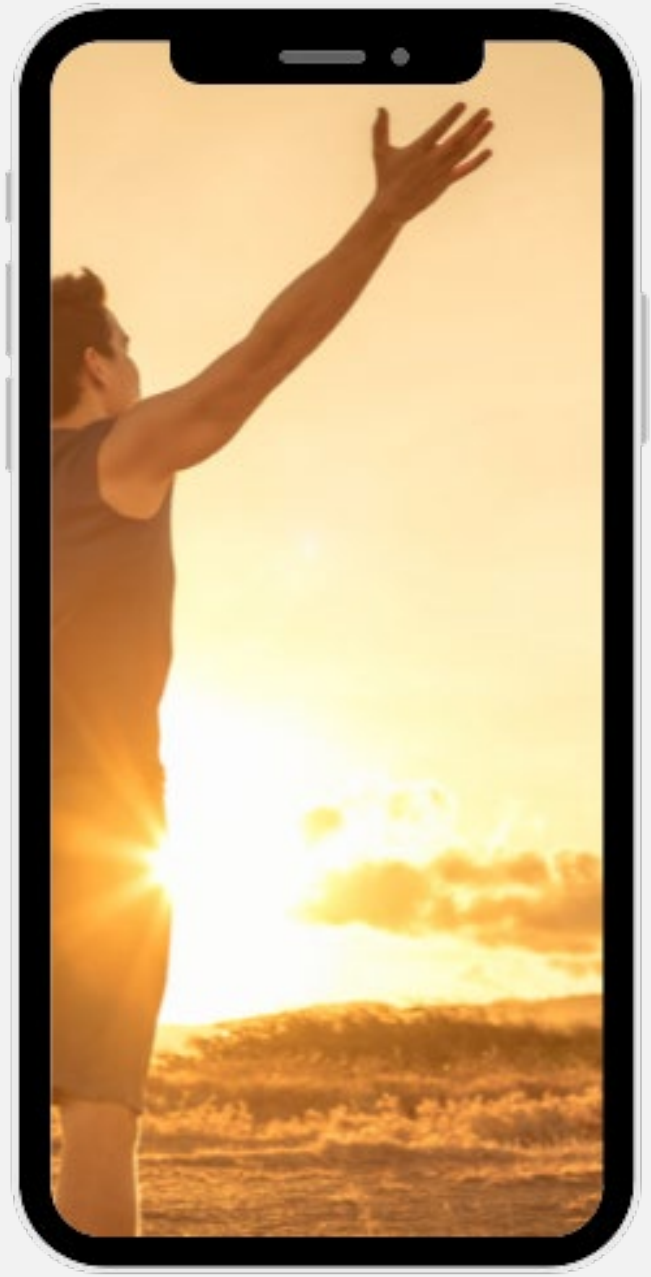
It's Time for an Energizer Break!

Let's stretch and breathe



03

Staying *Connected* with Colleagues

> *"Great things in business are never done by one person."*
> *Steve Jobs*

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SCENARIO 3:

Meet William!

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Why is it important to connect with colleagues?

Foster a sense of belonging

Facilitate collaboration and teamwork

Support well-being and mental health

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Tools to Help You Connect

Chats | Instant Messaging

Email

Video Conferencing

Project Management Tools

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Chat Check-in:

Which part of **Connecting with Colleagues** will be the most challenging for you?

04

Maintaining ***Work-Life Balance***

> *"Outer order contributes to inner calm."*
> *Gretchen Rubin*

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SCENARIO 4:

Meet Lily!

The Importance of a Healthy *Work-life* Balance

01 Prevents burnout

02 Enhances mental health

03 Improve productivity and focus

04 Promotes overall well-being

Tips to Create a Healthy *Work-life* Balance

Clear Boundaries

Set specific working hours. Avoid work-related tasks outside of designated working hours.

Take regular breaks

Schedule regular breaks throughout the day to recharge and reset.

Practice self-care

Prioritize self-care activities outside of work. Engage in activities that help you relax, unwind, and take care of your well-being.

Disconnect from work-related devices

Make a deliberate effort to disconnect work-related devices and notifications outside of designed working hours.

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Chat Check-in:

Which part of **Maintaining Work-Life Balance** will be the most difficult for you?

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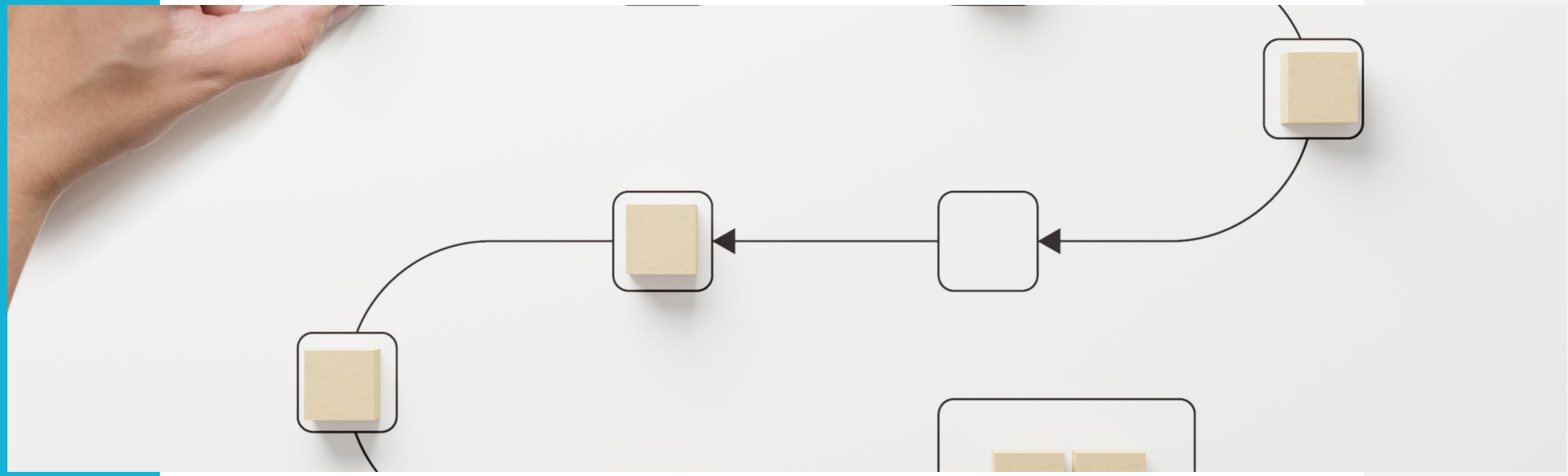
05

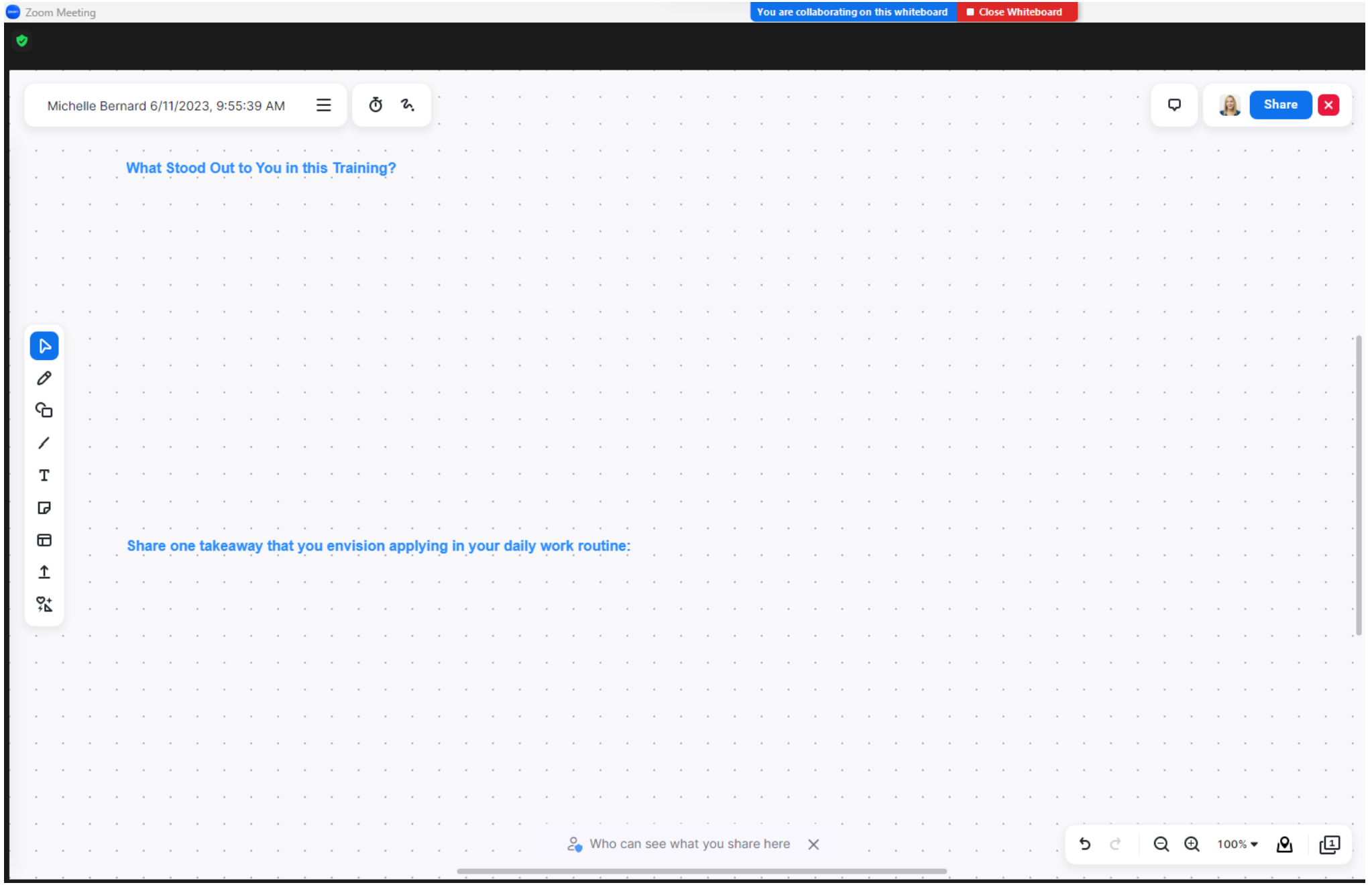


Putting it All Together

Wrap-up

"Successfully working from home is a skill, just like programming, designing or writing. It takes time and commitment to develop that skill."

Alex Turnbull


Zoom Meeting
You are collaborating on this whiteboard
Close Whiteboard
Michelle Bernard 6/11/2023, 9:55:39 AM
Share
What Stood Out to You in this Training?
Share one takeaway that you envision applying in your daily work routine:
Who can see what you share here
100%

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Final thoughts or questions?

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Your Feedback is important and helps us to improve our onboarding process.

Please complete the Quick Training Survey (Link in Chat).

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***Again*, Welcome to the TEAM!**
We are so happy you are here!

Mentor Connections:

Sample Name
s.name@payrollpros.com

Sample Name2
s.name2@payrollpros.com

Thank You