



Converting to a Remote Office Survival Tips

Setting Up and Working Remotely

Prepared by the Experts at Media Staffing Network

www.mediastaffingnetwork.com

A New World

- Almost everything can be done remotely
- It has worked for years, many great tools & programs available
- More people may be interested in working with you

Media Staffing Network has run virtually for 13+ years with some team 20+ years. The majority of our placements are found, interviewed, qualified, screened and processed via phone & Internet. If we can do it, so can you!



Tips on Setting Up Your Home Office



Tip #1

Set up a workspace where you can focus. Whether it be in your kitchen, dining room, basement or family room, dedicate the area to your work. Clear out anything that is distracting.



Tip #2

Make sure you have plugs to keep your computer and phone fully charged. We don't recommend working in your bedroom as you do need a break at the end of the day and that space should be reserved for sleeping.



Tip #3

Include a comfortable chair, a box for supplies and/or files so you have what you need close by.



Tip #4

Invest in an inexpensive multi-function printer to scan documents if needed.





Connect to Wifi

Tip #5

Confirm you have enough Wi-Fi capacity for the whole family to be online.

Understand that with neighbors also working remotely, the Internet may be slow.

Be sure to know who to contact for outages.

Tip #6

If you plan to conduct video meetings, make sure your background is 'video friendly' – not in front of a window as it can shadow your face.

Try to show an organized and clean workspace.





Tip #7

Stock your kitchen with snacks and food for lunch so you don't have to run out during the day.



What can you do for your employees?

- Set up office supply trade to provide all with tools they don't have; a comfortable chair, headset, printer, paper, etc.
- Offer gift cards to order snacks, coffee online as a 'caring gesture'
- Set up a shared Doc program to get them the materials they need (Google Docs, One Drive, Drop Box, etc.)
- Be available for them

Working From Home Tips



Tip #1

For those with children at home, be sure to set boundaries.

What they can play with.

What's not to be touched.

When not to interrupt.



Tip #2

Set up a ZOOM account or other conferencing tool. It is easy to access, share and conduct meetings. You can even record your meetings to share with those unable to attend.



FaceTime

zoom

Video Communications



Tip #3

Set up a communication system – there are lots out there to choose from.

Slack is a popular one where you can communicate with your team and always have a trail of messages. As you work from home, you will get more emails, and this helps eliminate multiple emails that need to be deleted.



Tip #4

Let friends and family know you are working and ask that they not disturb you during your work hours. Put a sign on your door or send an email to those you hear from most often. You need to focus without distractions.



do not
disturb

Tip #5

Do plan on taking breaks. Stand up during a phone call. Take a walk.

Go out for a cup of coffee to get some air. Often working from home can take your life over if you don't take breaks.

Break Time

What can you do for your employees?

- Host training meetings so that all know how to work the new programs and lay out ground rules
- Set up group virtual meetings. People need people.
- Share ideas. Set up coffee breaks with clients and staff via phone. Be creative.
- Take turns creating and sharing ideas on how to occupy kids who are at home
- Over-communicate



Perks To Help You Stand Out



Perks To Help You Stand Out

Sponsor competitions – who has the most calls logged, who brings in the most new orders, who has referred the most qualified prospects for open positions, who has the most ‘creative’ idea for a client, who has cracked a new category of business, etc. This could spill over to online game tournaments, words with friends, etc.

Set up a group lunch – have food delivered and all join for a virtual lunch meeting.

Send ‘care’ packages from corporate – more hand sanitizer, fun soaps, bottles of wine, frozen food, Amazon gift cards, etc. Show you care and invest in products that are hard to find now. Pay attention to individual needs and wants.

Supply them with scripts and ideas on how to deal with businesses who are hurting during a crisis.



Perks To Help You Stand Out

Set up a contingency plan in case one of your employees comes down with a virus or other personal challenge, who will cover for them, what can you do to help them through this tough time

Offer financial aid to help them through difficult times – cash, gift cards for gas, groceries or other basic needs

Host a movie night – send all the link to watch a movie that can be discussed in a group meeting

Most importantly, let them know that their health and safety is your goal, calm their fears and help create solutions for each one



We want to help our industry stay healthy – both physically and financially.

For those of you who are in ‘hiring’ mode, ask about our tips for Remote Hiring

We are here to brainstorm; help keep your team together and support you anyway we can!

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