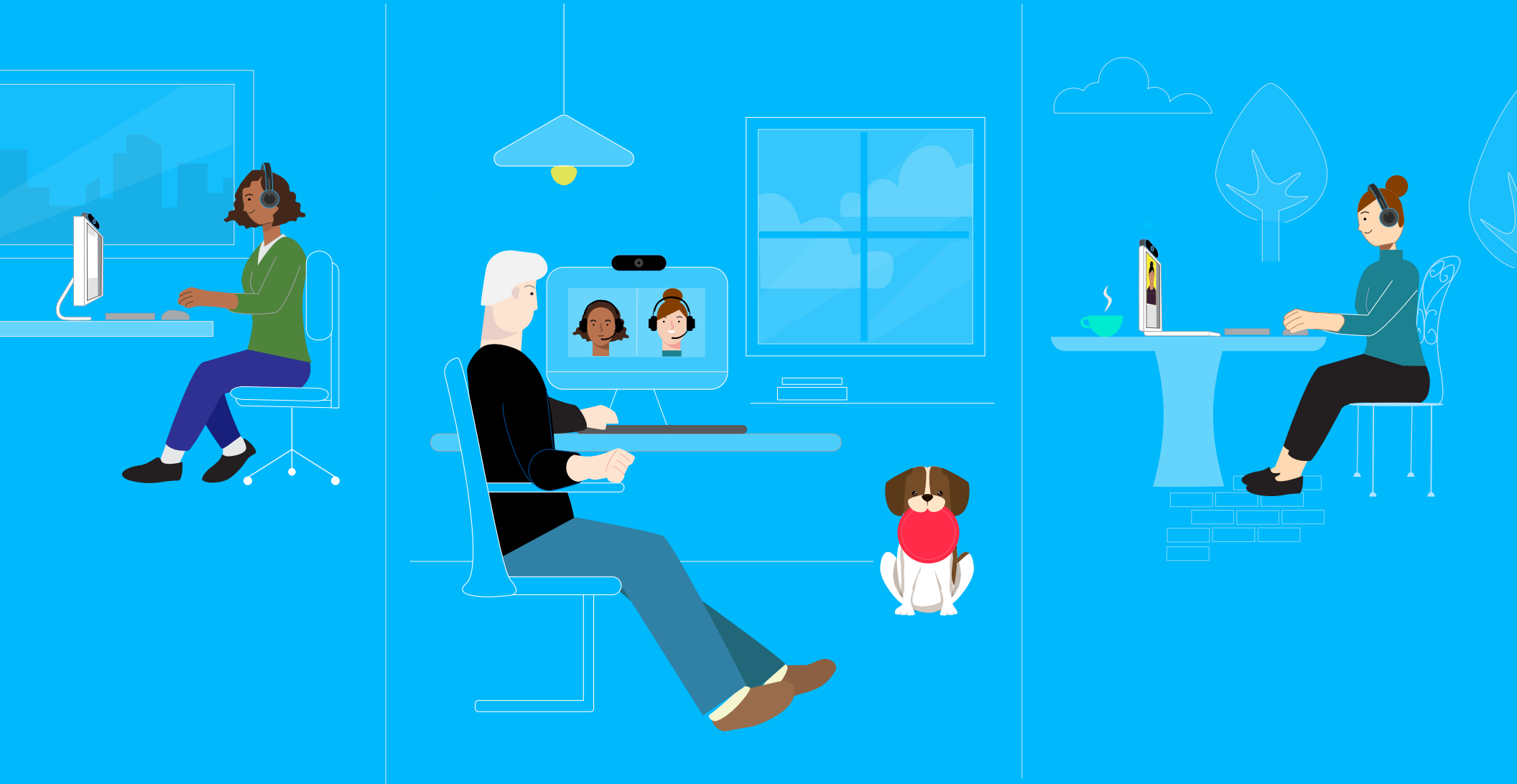


7 BEST PRACTICES FOR TRANSITIONING TO REMOTE WORK



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7 BEST PRACTICES FOR TRANSITIONING TO REMOTE WORK

Today many of us are living in unpredictable times. Organizations are embracing work from home policies that are a completely new experience for a majority of employees. These employees are left wondering how am I going to be just as productive at work when I am at home?

Logitech and UnifiedCommunications.com are here to assure you that you are not alone. Together, we can get through this transition from office work to remote work. At the end, you may even appreciate the added benefits a remote worker can achieve in a typical workday.

Logitech Video Collaboration and UnifiedCommunications.com have gathered the top seven tips to help make the transition as smooth as possible. The result: '7 Best Practices for Transitioning to Remote Work.'

1 STRUCTURE TRANSITION TIMES

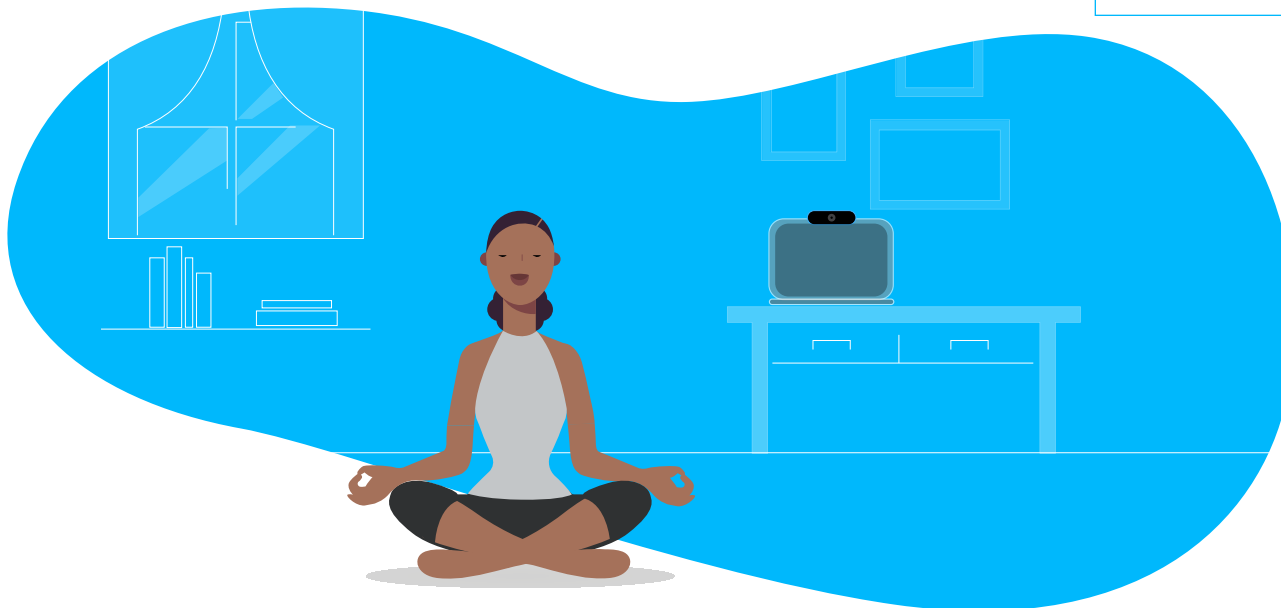
For many workers, the commute to and from the office is a time for us to mentally transition. When confined to our home, this small task may not seem important or maybe even a blessing (good-bye traffic!), but the loss of time to decompress after a hard days work can take a toll on our mental well-being.

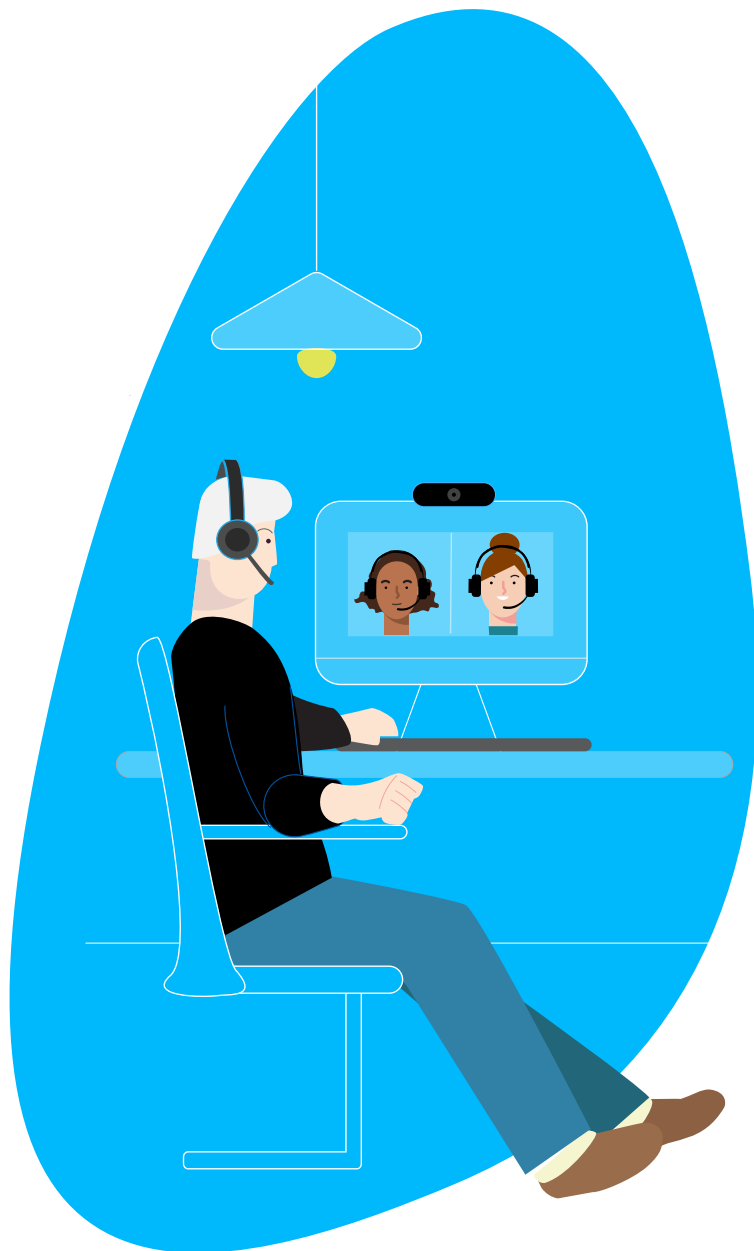
The solution: Experimentation - try different activities to help start and end your day like deep breathing, reflection time, take a walk, exercise, meditate, read or even take a nap. Find what works for your new at home work routine.

EMPLOYEE TIP

Bob Knepp, Global Alliance Manager at Logitech, uses the time he would have spent commuting into the office by hopping on his treadmill and getting in his step count for the day.

After work, Bob enjoys cooking and trying out new recipes as part of decompression time.





2 DESIGNATE A WORKING AREA

Where you work matters. Plopping on the couch in front of a TV with the temptation to binge watch worthy shows is not ideal, nor is laying in your bed where you're tempted to relax or sleep. A designated work space is needed.

The solution: It's essential to find an area within your home to establish an office. It doesn't have to be an entire room, it needs to be a designated area that sets the tone of diligence and focus during your work day.

EMPLOYEE TIP

Aspen Moulden, Regional VC Marketing, and her husband both work from home. Sharing the same office space, they rely on a vertical mouse and ergonomic keyboard for better posture, less strain, and more support. To limit distractions, they invest in audio solutions with an [Active Noise Canceling headset and an advanced noise canceling microphone](#) - enabling them to stay focused on calls while limiting distractions in their environment.

3 PANTS ARE OPTIONAL

Working in pajamas is super appealing to just about everyone! However, there is a real psychological benefit to dressing for your job when working from home, at least from the waist up.

The Solution: Don't break your schedule. Continue to go about your normal routine as you would if going into the office or on a client visit, but embrace the flexibility of wearing sweatpants, jeans, shorts or the pants optional way of life! Friendly reminder: turn off your video if you decide to step away from your desk on a call (don't want people to see those boxer shorts!).

EMPLOYEE TIP

National Account Manager, Josh Keel, sticks to his morning routine - quick workout, breakfast, shower and dress, assembling a business shirt with the comfort of shorts in his always sunny hometown of San Diego, CA.





4 EMBRACE THE UNKNOWN

Working from home doesn't mean that you have to sacrifice face-to-face interactions. If you are new to video collaboration for business, it's time to embrace and unleash the power of video to drive engagement with team members and clients.

The solution: Break out or invest in an external webcam. Meeting over video provides similar benefits of a face-to-face meeting, making it almost as good as being there in person. Plus, innovative software like BRIO's [RightLight technology](#), provides a professional appearance in any lighting condition so you always look your best!

EMPLOYEE TIP

Previous to Logitech, Channel Marketing Manager Jenn Jakubowicz's remote work experience was audio-only. Jenn's shyness to video dissolved when she realized the capabilities of video to establish relationships and build trust through seeing body language, facial expressions and emotions of meeting participants in real-time.

5 SET REMINDERS

Water cooler breaks are just as important in the office as when working from home. It's recommended to take much needed you-break and avoid work time bleeding into personal time.

The solution: Set your smart watch, fitness tracker or alarm to get up and move. When its time for a break, step away from your designated work space to relax and clear your mind.

EMPLOYEE TIP

Managing big accounts remotely, National Account Manager Eric Meyer often has eight to nine hour stretches of back-to-back calls. Eric blocks his calendar every two hours for a fifteen minute break. By creating these mini-break routines, Eric has a healthy habit to curb restless meeting syndrome.



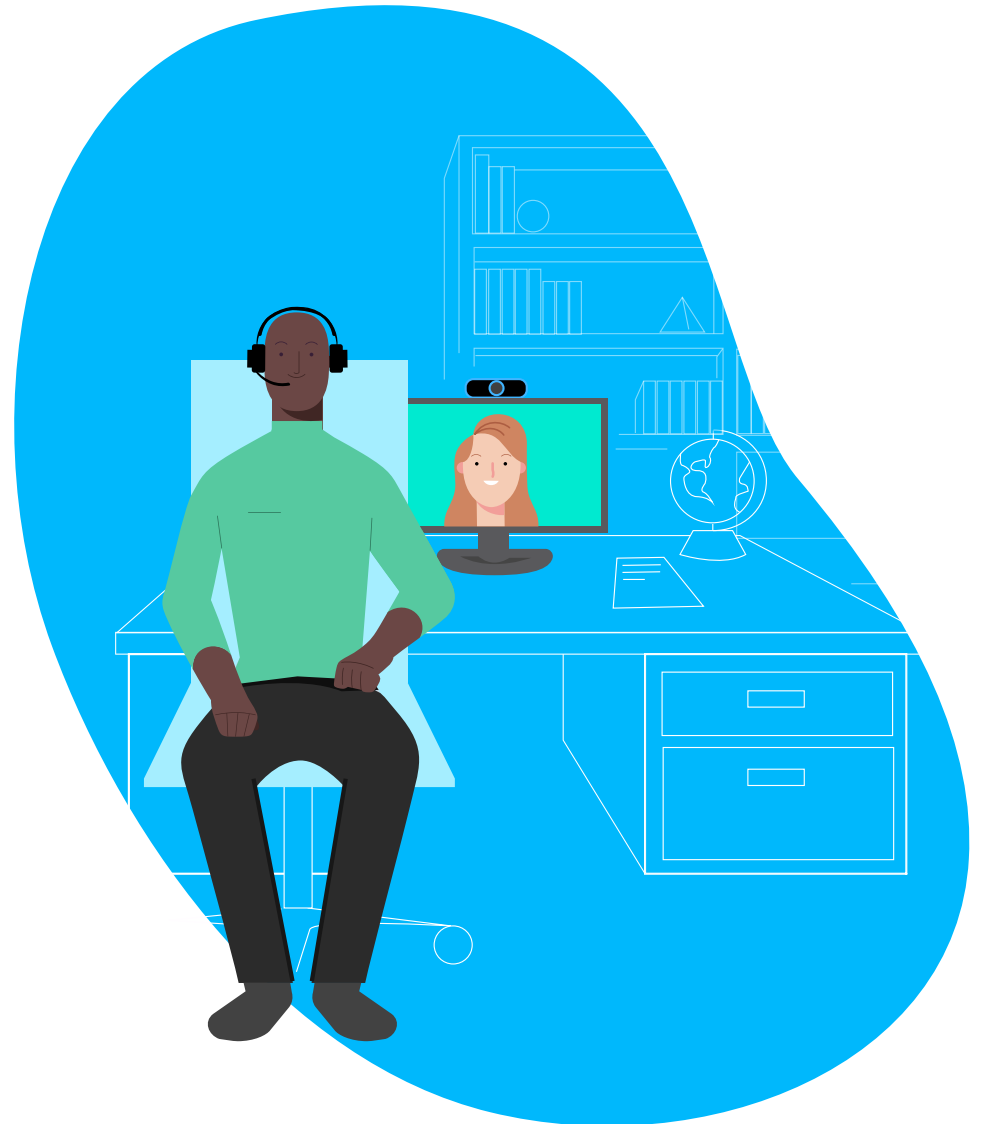
6 LEAD BY EXAMPLE

Everyone is familiar with the saying lead by example and now is the perfect time to put this into practice.

The solution: Show employees how to embrace today's new way of working by creating a balance; scheduling breaks, taking care of yourself and engaging with employees over video promotes a sense of connectedness and reduces isolation.

EMPLOYEE TIP

Ricardo Santos, Head of Video Collaboration - Americas Region, is always on video no matter what environment. He focuses on creating an engaging work environment, as well as a healthy one. Ricardo establishes a clear work-life balance, and compels his team to follow suit through leading by example.





7 REMEMBER WE ARE IN IT TOGETHER

Do you remember when [Professor Robert E. Kelly was interrupted by his children during a live BBC broadcast in 2017](#)? This is one of the most well-known viral work-from-home moments. But it demonstrates importance: distractions and interruptions happen in the office and it is okay for them to happen at home.

Whether your children run into your designated office area or your dog is saving your life from a squirrel outside, life happens. We need to embrace these interruptions and understand we are all human.

KEY TAKEAWAY

With the recent boom in remote work, there will be a learning curve for ramping up and adapting to this new way of working. At the end of the day, we have to help one another as we are truly in this together.

It's time to promote working from home and make it a fun, productive experience. Focus on ways to stay engaged, laugh at distractions, find the right work-life balance, enjoy the perks from remote work (i.e. pants optional), and smile for the camera!

Create better work from
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Contact us today at 800-641-6416

UnifiedCommunications.com
2075 East Governors Circle
Houston, TX 77092
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