



Checklist Staying up to date despite working remotely

Virtual communication	
<ul style="list-style-type: none"> • Activate video function 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Check-Ins with colleagues and superiors where the current status is discussed and where expectations are stated (especially in the transition phase, at least once a week but ideally more often) 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Indicate work hours and availability clearly through calendar entries or the icons in your collaboration tool 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Remember to take breaks (add some movement to them) 	<input type="checkbox"/>
Meetings	
<ul style="list-style-type: none"> • Structure of the meeting (agenda and goal) should be stated in the invitation 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Share a screen with a supporting presentation, relevant documents or a virtual whiteboard to further explain what is being said 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Mute your microphone while you are not talking in order to reduce irritating background noise 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Determine a moderator (Considering questions and contributions, votes in the chat or supporting the presenter) 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Keep an agenda and minutes (sum up results and to-dos, record meetings) 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Structure and organize tasks (with tools such as Asana, Trello, Microsoft Planner etc.) 	<input type="checkbox"/>
Internal communication channels	
<ul style="list-style-type: none"> • If applicable: Establish an intranet for internal communication 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Use the central team for all employees for posts concerning organization, internal events or product information, and share useful links 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Monthly meeting where the most important procedural and operational developments are presented to all employees (around 60 minutes) 	<input type="checkbox"/>

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Further Digital Training

- Offer short digital sessions about current topics, methods, tips and tricks
- Record sessions and make them available on demand (e.g. on Streams) for all employees, including future ones
- Online training presentations and seminars can also be stored here in an easy and structured manner

Organization

- Create small task forces for the different tasks coming up due to the transition
- Create or adjust checklists, guidelines or even a remote codex
- If applicable: Think of ways to include colleagues outside of the German speaking room