

# With remote work, there comes an entirely new world

## Almost 30% of Atlantic population currently works from home

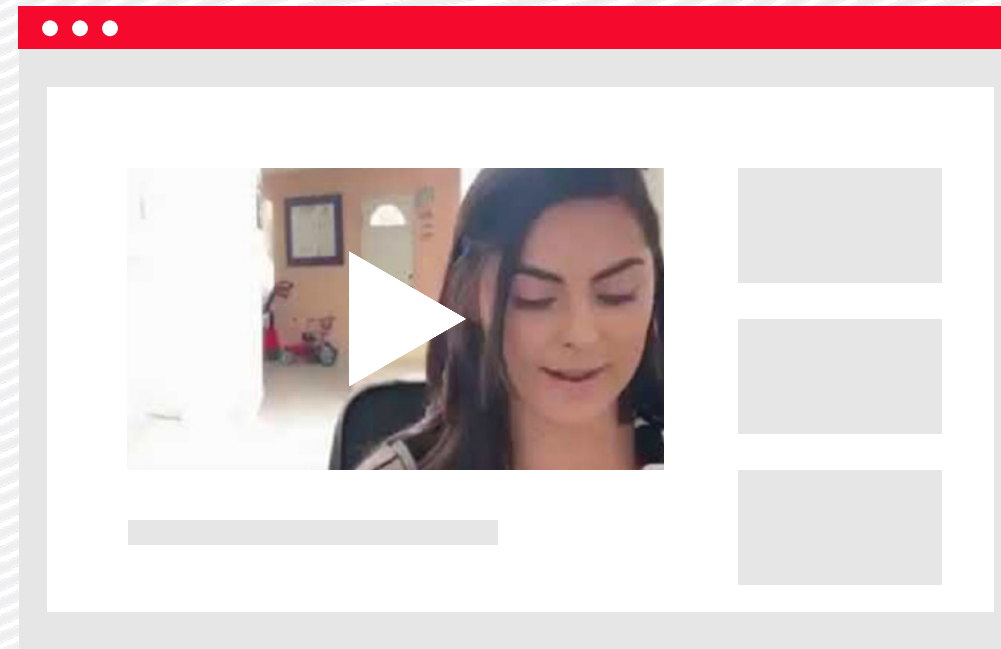
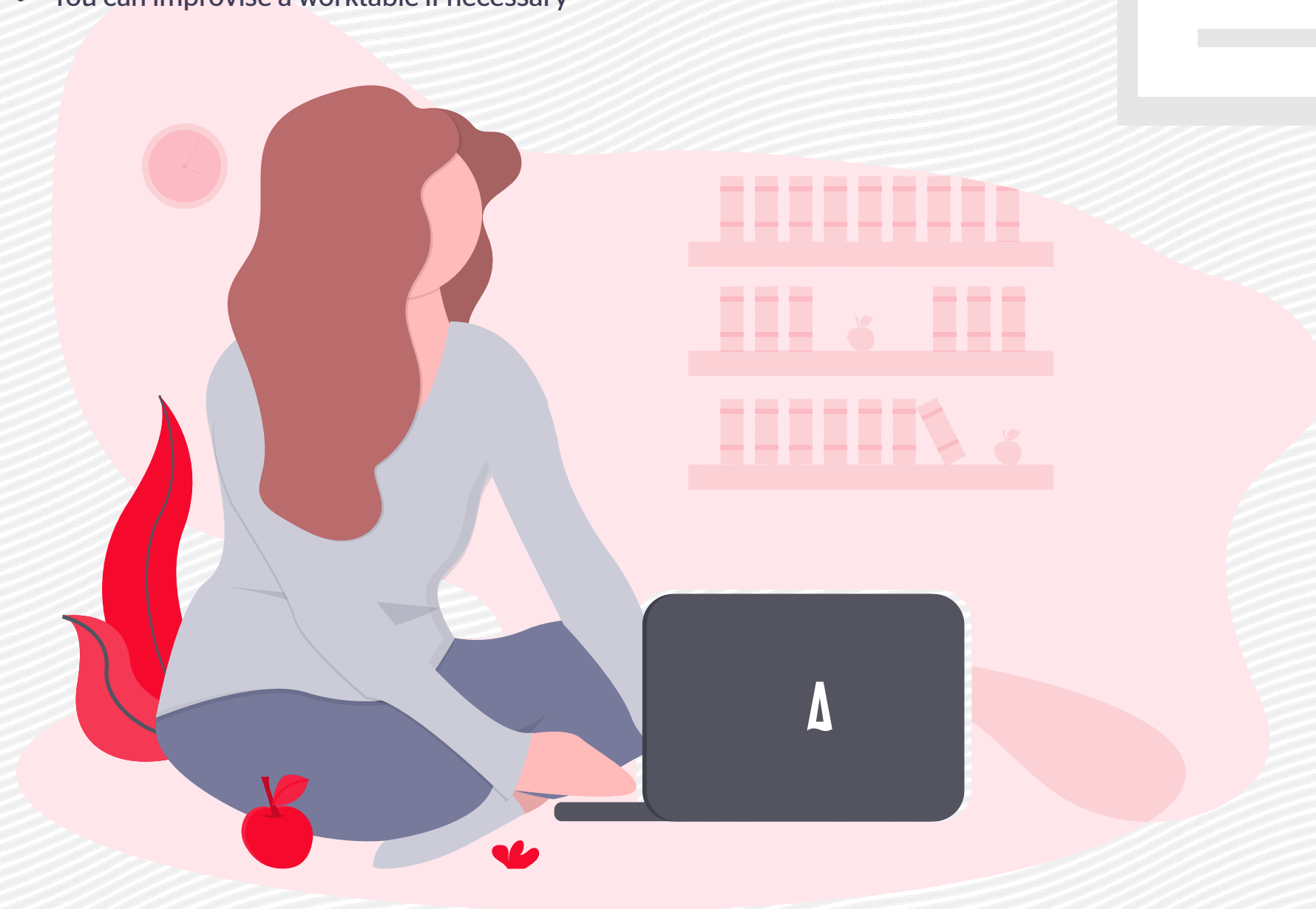
Would you agree home office sounds easier than it is? If you are among majority juggling kids, parent-in-law, pets and endless snacks in parallel with trying to handle business e-mails, virtual meetings and urgent tasks, here's a little help!



## Set up your working space

Take the time to set up a workspace that is comfortable, and where you can work effectively.

- Create your 'work base'
- If possible, set it away from common areas like living room or kitchen
- You can improvise a worktable if necessary



## Revise your new priorities

This situation has reshaped our goals and priorities

Confirm with your Manager what your priorities are in the light of new circumstances and agree on the way how and by when things need to be done

In case some of your projects/tasks are cancelled, dedicate time to improving some processes or revising them in innovative way

Use some time for personal and professional development - We will regularly inform you about online trainings, workshops and webinars



## Enjoy working (with kids at home)

It is possible to balance the challenge of taking care of your families while working remotely and at the same time to support your colleagues. It's not easy, but it's definitely doable.

- It's ok to mix work and life - include your kid in a meeting and introduce them to your colleagues
- Let your children know what you are doing and why is it important - involve them by making them your little helpers. Ask them to draw how they see your work, write a summary of your skype meeting or color your ppt. Award them for effort, and you'll be creating some good work habits ;)
- When you need to really focus, plan entertaining activities for your kids during that time
- Rotate kids' time with your spouse

## Create your routine

Act like you are going into the office but also, enjoy the perks of staying home.

- Set your alarm, make your coffee and don't wear pyjamas :)
- Set your office hours and don't procrastinate.
- Make to do list and try to stick to it
- Take regular breaks and time for lunch. You can also use them to do laundry, water your plants or cuddle with you kids and pets. ;)





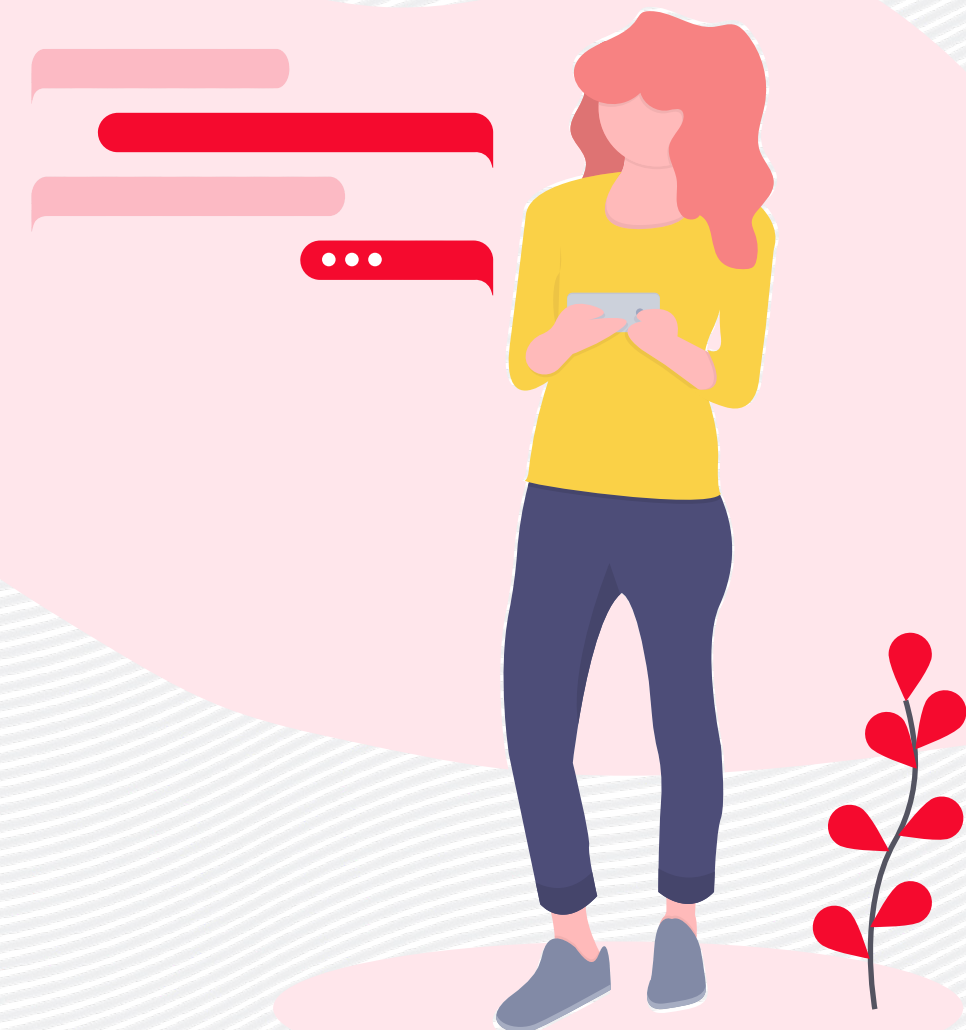
- You can even surprise your team by ordering them pizza to their home addresses so you can all enjoy Friday after work hang out
- If your's a sports person and usually play sports with you colleagues, suggest you work out together once a week
- Take digital learning course or webinar together and comment on it among yourselves.

## Stay connected

Don't let social distancing let you feel disconnected at work. Get creative with how you stay in touch with your colleagues:

- **Make it a habit to connect frequently with your colleagues and team members outside the work meetings; Use Skype, WhatsApp and Viber to connect face to face.**
- Invite your colleagues to drink virtual cup of barcaffee/grand kafa and have a chat.
- Share recommendations what books to read, movies to watch or your selection of top weekly memes. **You can start here :)**

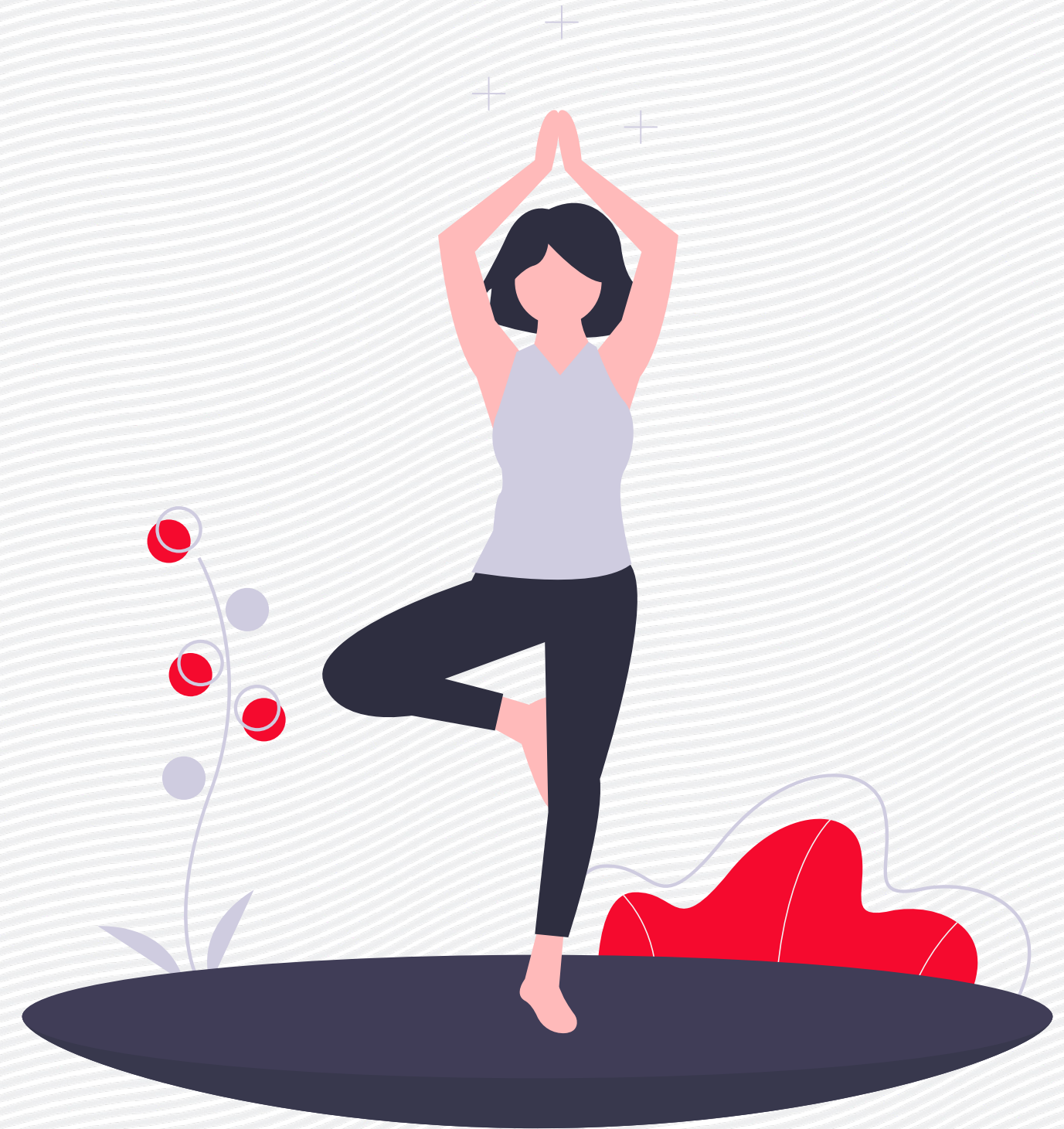
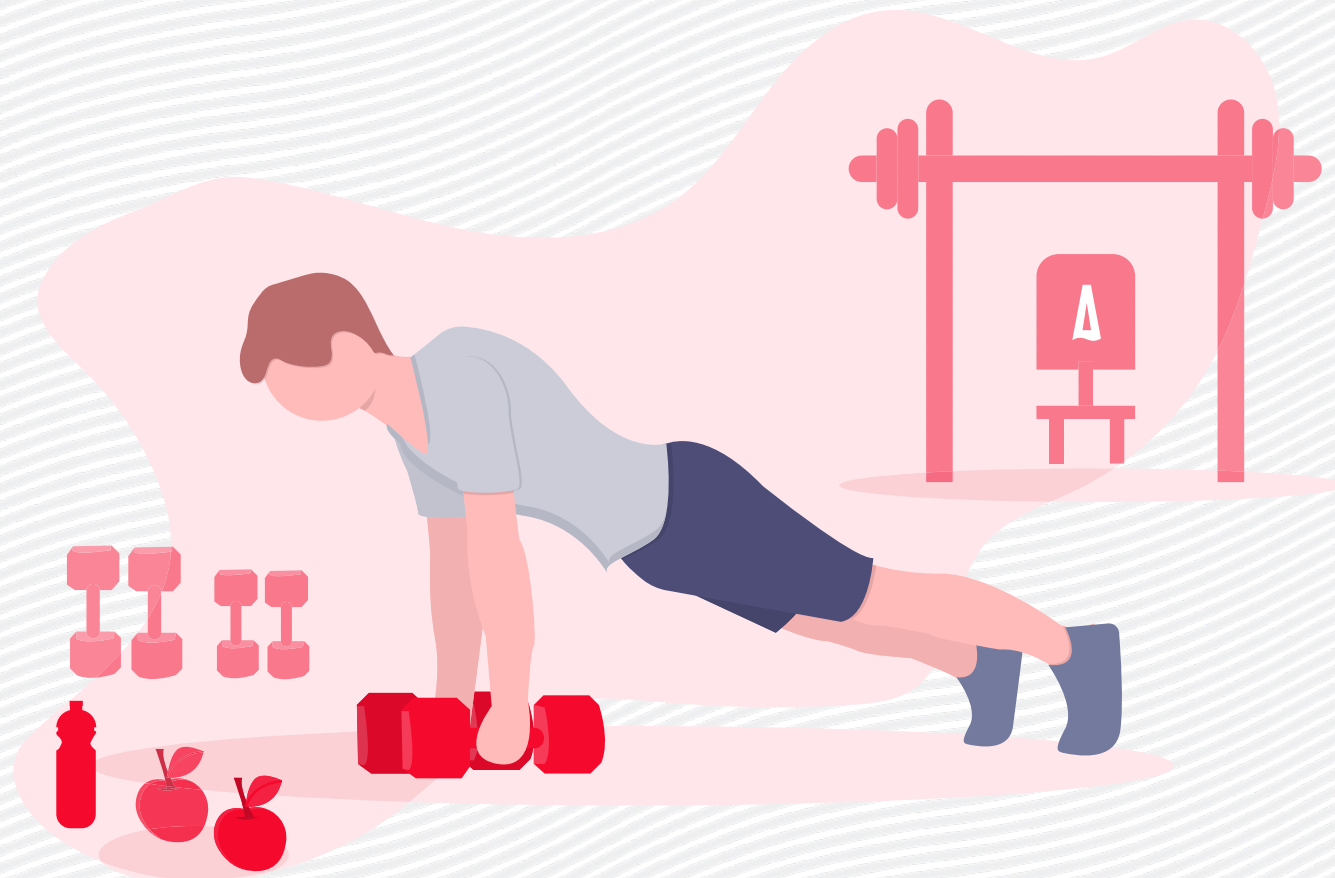
**If you know any of the colleagues who are not able to work from home, get in touch with them and show your support. They are real heroes!**



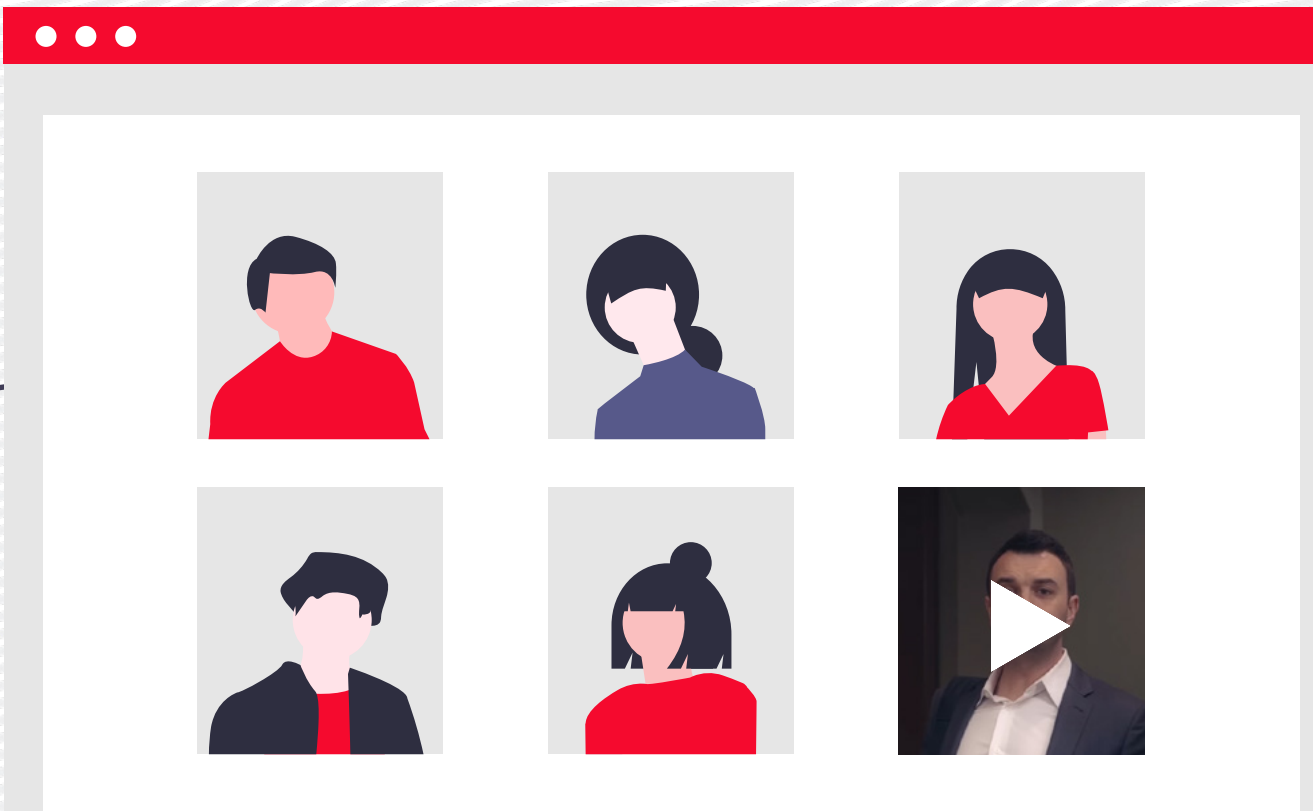
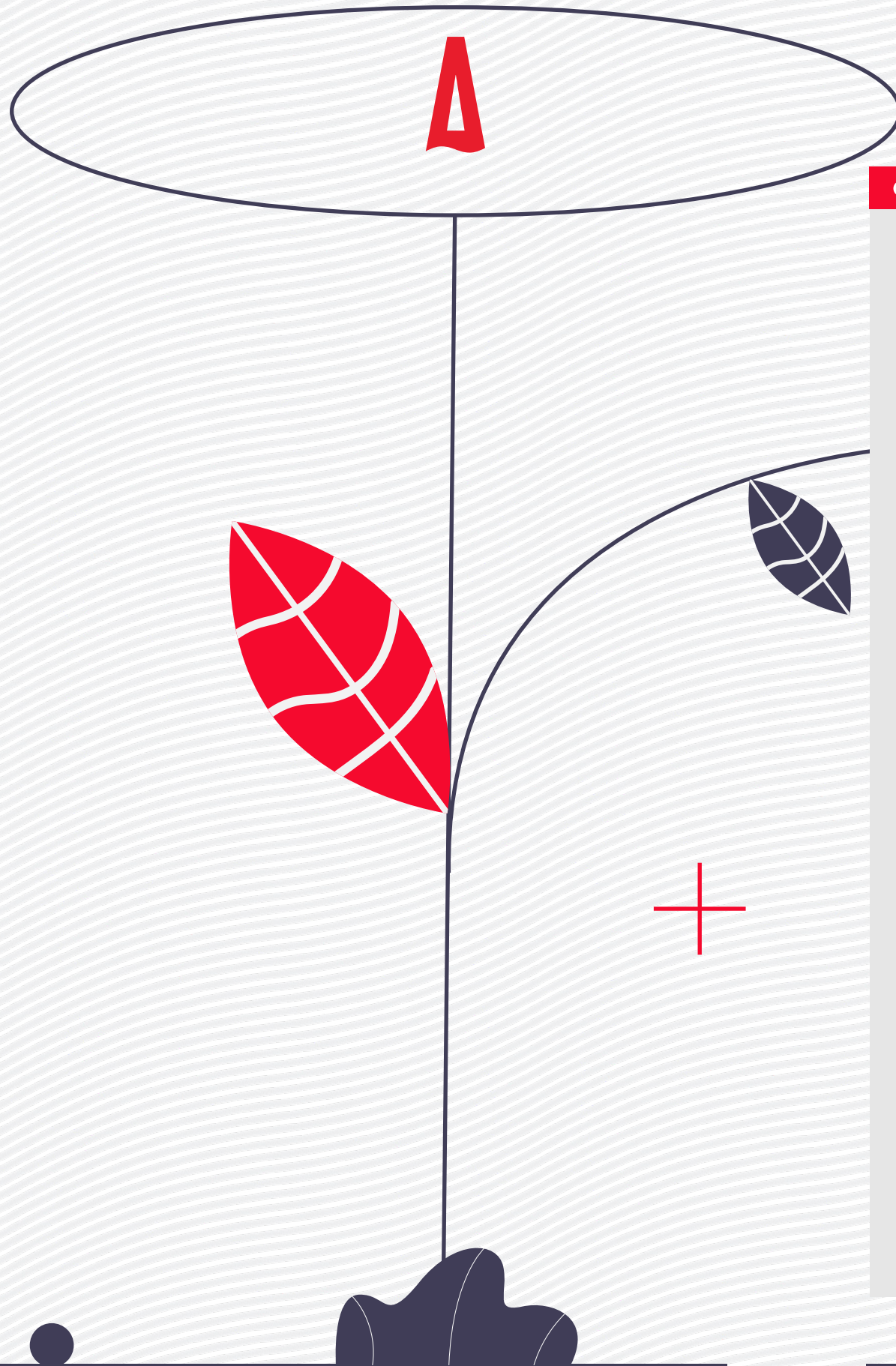
## Stay Positive

In challenging circumstances, we need to remember to take a step back and focus on our health, wellness, and mindset. Sometimes, this takes a conscious effort on your behalf.

- Enjoy the perks of working from home (not wasting time commuting, spending breaks with your dear ones or dressing more casually)
- Have a positive attitude - it will help keep you strong and overcome this crisis
- Take care of your body and soul - exercise, meditate, watch a feel-good movie, read a positive book
- Put a smile on your face - even a simple gesture like that will bring you mood up



**Don't worry, you've got this!**



Home office is not the same as going to a place where you get to see all your colleagues and enjoy their company. We hope this helped you a little to make the most out of this situation and we hope we will all meet together soon.

**Until then, write us about your home office experiences;** what's your strategy and tricks to stay connected and productive, tell us how are you dealing with remote work; what's the most challenging and the funniest situation you've found yourself in or just ask us a question if you need advice or help to get you on the right track.

Reach us at [ag.learn@atlanticgrupa.com](mailto:ag.learn@atlanticgrupa.com)

Stay connected and be well!  
**Talent&Development Team**

