

## EXAMPLES FOR THE TRAINER

You are an office worker and suddenly in March 2020 you wake up to a new reality. The pandemic makes itself felt in the private and professional sphere. Many of us are switching to remote work. Possibly hybrid work. However, this is something new.

The team is broken up and scattered overnight. Suddenly, you're not getting up in the morning and rushing to catch the bus, but you need to get up in the morning and connect with the team online.

You have to:

- Sort out a working space at home (sometimes not easy).
- Set work priorities and what tasks you can perform remotely.
- Contact your supervisor if they have urgent tasks for you, which is sometimes not easy, because they also have a lot on their plate and the line is always busy.
- Receive all mails, but the mailbox is not working yet on your private computer.
- Manage the calendar of meetings with the team, individual co-workers - some want to connect on Teams, others on Skype, still others talk on the phone. All at once.
- The Analysis Department in the organisation has several questions for you regarding statements, papers and documentation, for which you are normally responsible, but you don't have them at home.



**CHANGES  
AHEAD**

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So, what are you going to do? What actions will you take first? What are your priorities? Consider organising your own work and your professional time. What can you improve, what can you give up?

