

YOUR WORK SPACE



The Remote Frontier

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- *Frank is a Public Servant, Free Agent, Posted to Gcworkplace Academy in Workplace Solutions at Public Service and Procurement Canada*
- *Frank is a Regional & Remote employee for the GC who works with a variety of remote tools; such as Slack, Gctools, Video conferencing.*
- *Frank is a passionate advocate and champion for increasing remote, flexible, and telework in the GC. Frank created FlexGC in December 2018 and has promoted remote work ever since.*

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- *Natasha is a Free Agent, Posted to PCO in the Public Service Renewal Secretariat.*
- *Natasha is a Regional Remote/Virtual employee for GC who works with a variety of remote tools such as Microsoft Teams, GCTools, Slack, Trello.*
- *Natasha is also an event planner and champion for events in a virtual platform for GC.*
- *Natasha has 6 beautiful children of all ages at home with her during this unprecedented time of COVID-19*



Location

Where is your home office/workspace?

Is it separated from other living spaces?

Does it have a door?

Do you share that space?



Orientation

Which way does your desk face?

Does it matter?

Pros/Cons to orientation



Light

Does your home office have windows?
How many?

Benefits to seeing the outside world

What type of natural lighting do you have?



Heating/Cooling

Very important – helps keep you physically balanced and productive

My set up is cool year round, how does that affect me?

How does/will this affect you?





Desk set up

Clean Desk Policy

How many screens/computers/phones will be at your desk?
Do you have room for these? Are they distractions?

Be consistent with start/end times – clean desk policy helps with
keeping you from overworking

Questions?

Balancing – Work – Home – Family



VS





Staying Organized

Create a Master Checklist – Work, You, Children/Partner

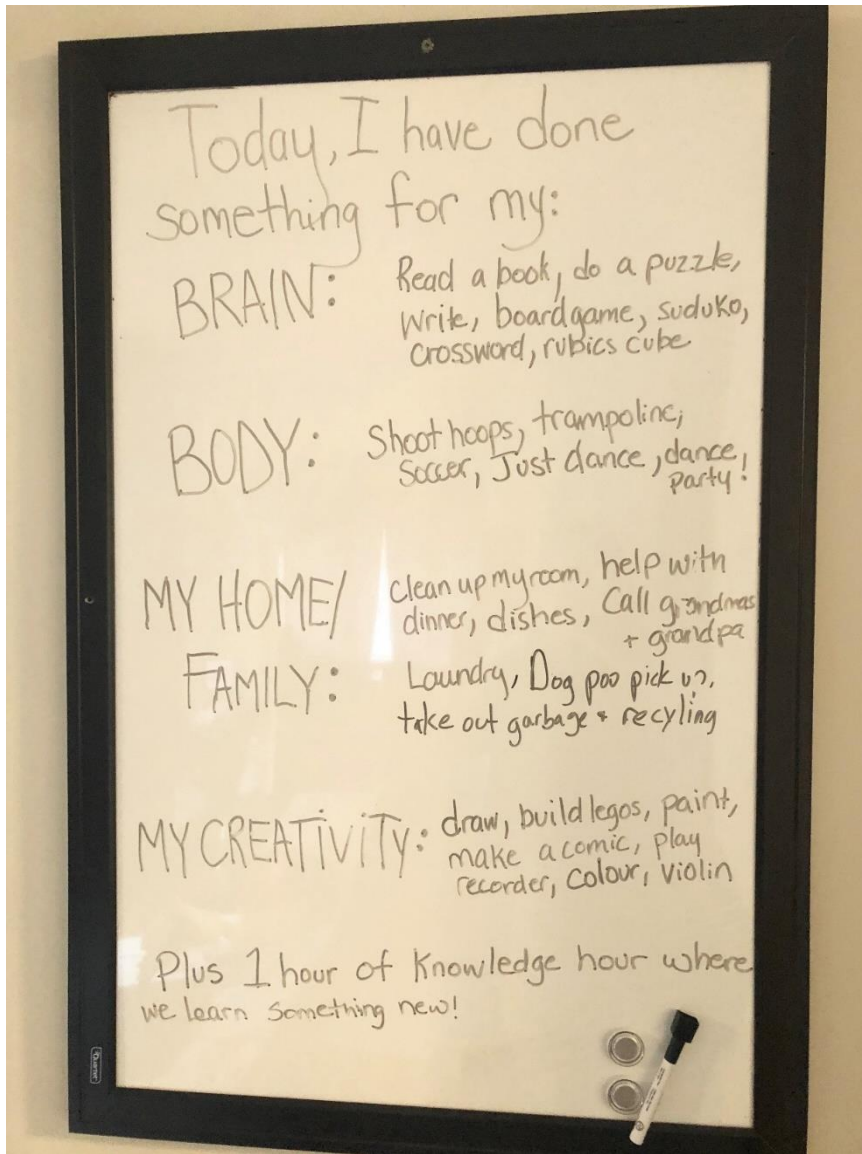
YOU	Work	Children/Partner
Your needs	Works needs	Kids needs/Partner needs (support – if that person is working too or if that person is solo parenting while you work)



Staying Organized

Create a set of Rules that follow that list for You, Your Children/Partner

You	Work	Children/Partner
<ol style="list-style-type: none">1. I need to check in on the kids once per day2. I need to do my yoga routine at 7am – no interruptions!3. I need prep time in the evening for the next day in order to stick to the plan.4. I need to not be interrupted while on a virtual call but will do a roll call at the end of each meeting to make sure you have what you need.5. I will make sure to blur my background so you can walk behind me.	<ol style="list-style-type: none">1. I need to be present from 8-4 each day.2. I need to work on deliverables uninterrupted from 1-3 each day.3. I will share my workday calendar each day with my children/partner so they are aware of where they can interrupt me without disrupting the flow of my work day.	<ol style="list-style-type: none">1. You need me. I will try to be as present as I can understanding that I am working.2. I will try to make sure you have what you need to get through a day. See item #3 under YOU column.3. Whole team / family - Please stick to the plan.



Prepare Your Stations:

Building a Schedule for the Family

Building your plan – Family (Children/Partner)

Considerations:

- *Do something for your Brain?*
- *Do something for your body?*
- *Do something for your home/family? **
- *Do something for your creativity?*
- *Bonus 1 hour of something where you learn something new? School! ***
- *If you have young children – capitalize on nap time.*

Prepare your Stations: Food Prep



Building your plan – Food

Considerations:

- *Is it colourful?*
- *Is it quick and easy for the whole family (including you)?*
- *Can it be varied from day to day so that the kids don't grumble when its presented.*

Prepare Your Stations: Your Workspace



Building your plan – Your Workspace

Considerations:

- A separate space for you – if you can that will allow for good productivity i.e. orientation, lighting, ergonomics, comfort etc.,*
- Make sure you have everything you need when you start your day. i.e. water, chargers, note pads, pens, headset**
- Sharing space with your partner – share work calendars in order to manage the gaps with the family needs. Manage expectations through communicating each day as a “check in”.*



Prepare Your Stations: Play Space

Building your plan – Play Space:

Considerations:

- Be creative and let the family join you on creating this fun play space for them! Ideas can be:*
 - sorting books for easy to read books on a bookshelf,*
 - organize lego buckets for quick play access, create craft stations at night that they can go to during the day while you work,*
 - set up a “recess” area where they can go wild and then tidy up after the hour is done.*
- Rotate toys to keep them fun and interesting.*
- If you can and your living situation allows it, set up similar areas outside for the day. Ball/Bats, Soccer ball/net, skipping ropes/chalk.*
- Don’t feel bad if sometimes the kids play video games or watch a movie so that you can get work done.*



Things You Can't Control

Let's face it – You can't plan for everything. Some days may be a bit rougher than others.

Don't stress! Do your best! Life happens and we all know that because we are working this way! Do the best you can do and roll with the punches!

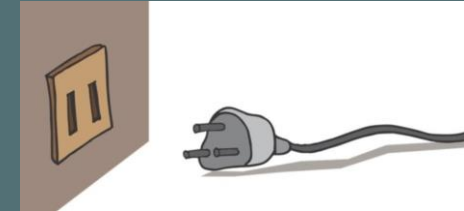


At The End of The Workday

September 2, 2020	
WEDNESDAY	
2	
8 AM	meet with bob
9	team review of documents
10	stand up check in with comms time for ryan to review work with me
11	review work, eat, time set aside to finish that project
12 PM	
1	adm review of symposium
2	flexgc meeting
3	ms teams power user meeting

Communicate, Review and Prepare Considerations:

- *Each end of work day try to have a team pow-wow with your family. What worked today and was a huge success? Celebrate that! What was a disruption to the flow of work today and try to trouble shoot that.*
- *Sharing your schedule for the next day with your partner. Compare it with their schedule and work out those gaps.*
- *Get the family to tidy up their stations (maybe while you make dinner) so they can use it all again the next day.*
- *Above all else, put your computer and phone away!*



Over to you – What has worked for you?