Sample Message to Staff about Remote Work, General Organization and Connectivity

Tonight, I am focused on the immediate future. For me, Sunday nights are the beginning of my work week. I review my schedule for the week and make a “to do” list of what I need to accomplish in the next five days. Perhaps you have a similar ritual. Perhaps many of you are reviewing how you are going to watch the kids with their school closing or provide extra support to family members. If you have decided that working from home (WFH) is necessary, I ask that you please communicate with your fellow team members and leverage our tools to make the best communication practice occur. We all need to stay connected moving forward. The business of design continues and we must communicate and work together to meet the needs and expectations of one another and our clients.

To this end, I ask three things so that you stay connected and over communicate:

First – Compose a message for an Automatic Reply “Out of Office” message. You have the opportunity to have separate messages for an Internal and External message. You automatic reply will translate to Teams.
Second – Connect with your Project Manager and fellow team members to receive project assignments and monitor progress.
Three – Daily, check in 1 to stay informed as to what is happening at the firm.

Finally, I have been reading many articles about working from home, how to be stay connected and work efficiently. Below is a list of seven things that we can all practice, as we transition to communicating with fellow team members and clients that may be working remotely.

1. Get Dressed (be ready for work)
2. Create a Dedicated Work Space (create an environment that supports you working)
3. Set and Maintain Your Normal Hours (think work as normal)
4. Focus on Your Output (create a to do list)
5. Eat Healthy Lunches (goes w/o saying)
6. Schedule More Check Ins with Your Fellow Team Members (over communicate)
7. Limit Distractions (establish some family rules)

Please do not hesitate to contact your office point person or myself with any questions/concerns you might have.
Your health, wellbeing, and state of mind is our number one priority!