

Wellbeing

LEADING AND WORKING IN VIRTUAL TEAMS – A TOOLKIT



While most of the remote working challenges we've discussed in this guide have been logistical, it's important to remember that remote teams can often feel isolated, lacking energy and even depressed. We are social creatures and our minds and bodies need support too.

Keep set work hours (and stick to them)

It's tempting and all too easy to fall into an unhealthy work pattern and blur the boundaries between work and home hours. Adding your working hours to your email signature can help you and your colleagues to differentiate between work time and home time.

Set up a quiet secluded space in the house (if you can)

Where you can take meetings, focus and generally be at your most productive without your children/the dog/your partner distracting you.

When will you use video on calls?

Have you got a suitable camera and will you wear different clothes when talking to customers as opposed to colleagues? And what's in the background – will it be an unnecessary distraction for whoever you're talking to?

Online meetings – how will you take notes?

If you have one screen you might not be able to use your computer to type up notes while you're in that meeting. Ask if you can record the meeting – most online meeting tools have this capability but sometimes only the organiser can do this.

It can be hard to get into a productive mindset when working from home.

Try to make your working environment different, giving your brain a clear boundary between work and home spaces.

Shared calendars

They're often a huge benefit, allowing remote teams to see others' availability.

Get some exercise!

It's likely you'll be missing a fair few steps without your commute, but this is your opportunity to use that time to do an online class, go for a bike ride or run. In the fresh air is even better.

Consider ergonomics!

Check that your chair and desk are at a good height, and that you aren't reaching too far or flexing your wrists at a bad angle on your keyboard. If you can, use an external monitor or raise up your laptop and use an external keyboard. RSI is a real thing, and if you're a bit more stressed than usual you're likely to be tensing up and placing more strain on your back, neck and arms. There's more advice on the [NHS website about preventing RSI](#)



Programmes and apps to help support you and your teams working at home:

Headspace

One of the first mainstream meditation apps to hit the market, and one of the most enduringly successful, with routines you can do anytime, anywhere.

Calm

Headspace's slightly more expensive cousin, with this app you can have celebrities read you stories to help you sleep, or take advantage of over 100 guided meditations, from Never Meditated In My Life level exercises, right the way up to more advanced stuff.

Sanvello

Based on Cognitive Behavioural Therapy (CBT) this app tracks your mood, and helps you reframe the way you think about things and alter your behaviour accordingly.

Sleep Cycle

Put your phone on your bedside table before bed and this app detects motion in the room during the night, which it uses to determine when you're enjoying a lighter sleep cycle, waking you up at the most pleasant time.

The Pomodoro Technique

A simple technique for being more productive – focus on a task for 25 uninterrupted minutes, then take a short break and repeat. Every four 'pomodoros', take a longer break.

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