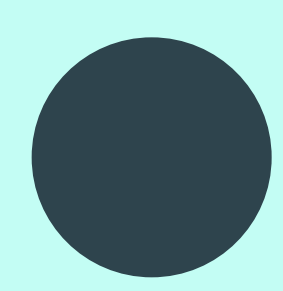


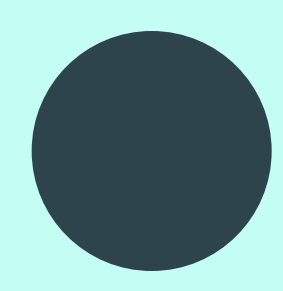
Team Member Transition to a Remote Work Environment

Transitioning to a remote work environment is a significant change. It is important to recognize the majority of your day-to-day work environment will be different than what you have become accustomed to. You can ensure an easier transition by making a few intentional decisions in the beginning about your new work environment and daily routines.

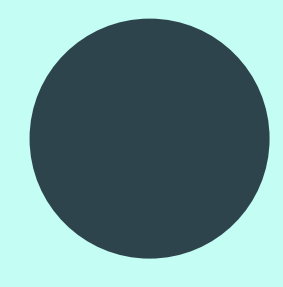
Recommendations for a smooth transition



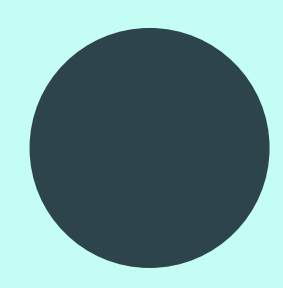
Reallocate your commute time. Intentionally schedule in that “thing” you have been wanting to do but lacked the time.



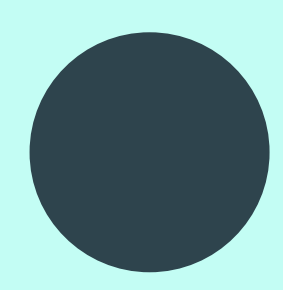
Invest in outside relationships. Plan face-time calls with long distance relationships, and schedule meals, activities, and walks with local friends, family, or groups.



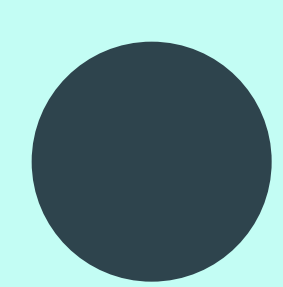
Dedicate an office space. Set up a home office with a proper desk, chair, and technology for comfort and efficiency.



Time-block a daily or weekly schedule with like tasks or like clients and with intentional breaks.



Attend all scheduled meetings. Our meetings are relational first and informative second.



Complete the weekly check-in survey. This allows you to evaluate and share feedback on your workload, stress level, morale, and highs and lows for the week.

A positive remote work transition is intentional and imperative for team member retention

We share these recommendations with each new team member during their first week. Making choices about the remote work environment from the beginning such as workstation set-up, daily routines, and alternative places for in-person relationships can significantly increase the chances for a successful transition to remote work where the team member can enjoy flexibility and fulfillment while providing great value to clients and your firm.