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As our teams start working remotely, we are continuously encouraging our team members to set aside space at their home as their work place. It may require a little discipline in the beginning, but it is essential to have a dedicated work space. Team members are also encouraged to send a Daily Activity Report or DAR for the day that helps their line managers track the work done every day. We make sure that all members stay connected with their managers by scheduling regular interactions. We encourage managers to have review calls in the evening to check what the team member has accomplished during the day. To encourage a two way communication, the teams conduct daily virtual meetings via WhatsApp video chat/WebEx/FaceTime/Microsoft Teams etc.

During these times, in order to get the desired results, our managers make sure that their respective teams set top 5 priorities for the day right in the morning that would define their day and produce results.

Our success mantra for WFH is: Stay Connected, Stay Productive and Stay Healthy.

Staying Connected comes from being visible. Doing a simple video call at the beginning and the end of the day, even as short as a 10 minutes call ensures that our "check-ins' are in place. A virtual brainstorming session discussing the challenges and opportunities with the team members help ensure that we continue to work as a team, however remotely.

While staying connected, it is of paramount importance that we **Stay Productive.** Productivity when working remotely comes with discipline. Make sure you choose a quiet space with less disturbance. It also helps to keep your routine intact, have a dedicated work area, take breaks between work, by walking away from your 'work desk' at regular intervals. It is also important to ensure that there is a dedicated beginning and end of the day.

> "While working from home, we need to be more accommodating, accepting and understanding. We may need to work at different hours to ensure our deadlines are met."

A key challenge for productivity can be the fact that, while we are working from home, our children and other family members are also at home. We need to be more accommodating, accepting and understanding. We may need to work at different hours to ensure our deadlines are met. During these times, it is essential that we focus on ensuring team connections and '*trust*'. What is non-negotiable is Staying Healthy in these times. And this begins with knowing and managing our own stress levels. We need to recognise our own behavioural, physical, emotional and cognitive responses to stress and work towards reducing the levels. And how can we do that? Take regular beaks throughout the day, take a walk, and take a break. Nothing helps like a few minutes away from the screen. In a day and age when we are inundated with stories on social media. It helps to take a break from watching, reading or listening to news stories including the ones from social media.

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