

BELK TALKS BUSINESS

5 Tips To Stay Energized and Productive... while in your fuzzy slippers!

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CREATING SOLUTIONS THAT SIT OUTSIDE THE BOX

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1

Adjust Your Mindset. Find your rhythm.

DISCIPLINED – Yes, get up the same time! Make your bed!


ROUTINE – Without all the glam but attempt to look like you care. Coffee/Tea, Breakfast, Kids, Announce...“I am going to work.”

BALANCE – Take breaks, Take lunch, Watch the # of hours you work per day.

FOCUS – Designate time that you are heads down to “eat the frog”; designate time that you will be away from your desk.

ENGAGE – Stay Engaged, Participate! If you want to be “part of the team” you must stay engaged and in tuned during virtual meetings.

REMOVE IMPOSSIBLE EXPECTATIONS - Do not set expectations for others that you can't meet yourself. Provide **Grace and Mercy** to you and others especially if this is new for you or them. *(As participant stated: EMPATHY!)*



MINDSET

CHANGING...

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2

Adjust Your Environment.

Dedicated Workspace – how is that spot working for you?

Coffee Table, Dining Room Table - **Is that ideal?** If possible, Desk, Comfortable chair

Find a spot that is **YOUR** workspace! Claim your spot - "this is my workspace!"

Bedroom – Absolutely **NOT!**...unless a dedicated space, not the bed. (Do not take calls from bed!)

Tools – Camera, 2nd screen, Headset, Wi-Fi extender

Proper Lighting, Clean backgrounds for web calls

Note: Clutter areas = cluttered mind



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Adjust Your Style.

EMOTIONAL INTELLIGENCE

- Self-awareness, Social Awareness
- Empathy
- Schedule 1:1 time
- Inclusive

FLEXIBILITY

- During this time: kids may be home, taking care of parents/elders, etc.
- Flexible in work hours

PATIENCE

- Meeting Deadlines – reasonable?
- Response times, Answering phones
- Mental Health, Emotions are high
- Everyone may not "work" like you



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Adjust Your Communication.

Over Communication” is not the answer. Remote employees may feel the need to be seen and heard, in order to keep their job. This can result in excessive emails, excessive commenting, or unnecessary thumbs-up style replies.

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5



**Meaningful
Communication**

Pause and think. Is what I have to say valuable, does it contribute to the team?

Determine. What is the most appropriate communication tool? Is it a video call, a telephone call, an email? Does the entire group need the message or should the information flow from one person to another?

Be honest. Does your communication focus on facts?

Close the loop. It's frustrating to communicate a request and hear nothing back. Make it a policy to close the loop. Even if the acknowledgment says, "Received. Will have more info on Friday," the loop is closed, and a commitment is made.

Promises matter. If a promise (commitment) is given to complete work by a certain day/time, the promise should be kept. Policies to encourage the keeping of promises build an atmosphere of trust. State the date and specific time for when projects are to be completed. Confirm the necessary requirements.

Words matter. Being meticulous with written and spoken words has increased in importance in a remote-work culture. Establish guidance and policies around communication: Re-read communications before they are sent. Make sure it is clear and concise. Convert pronouns to nouns— Rather than say, "They think it will be done soon," say, "Darnell and Justin think the 4th quarter estimate will be done by Thursday." Be meticulous. Delete unnecessary fluff.

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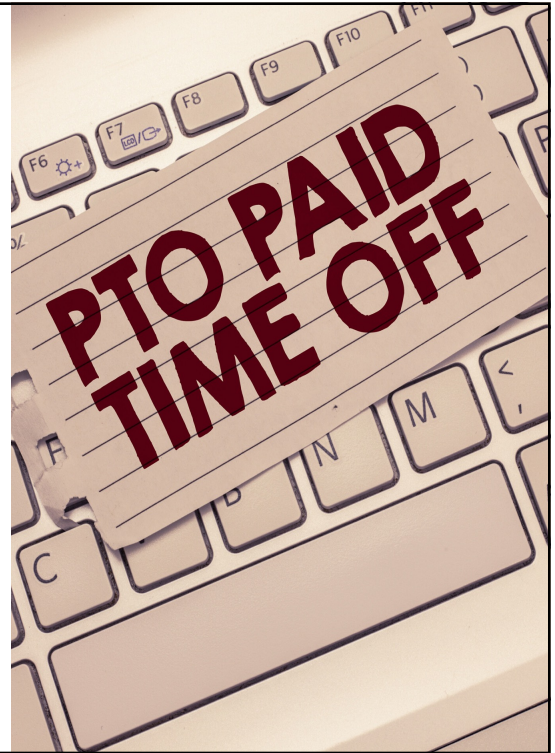
6



**Meaningful
Communication**

Adjust Your Calendar!

**YOU CAN TAKE
VACATION!**



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7

**BELK TALKS
BUSINESS**

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Breakout Rooms!

**5 Tips To Stay
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8