TIPS FOR THE FUTURE

WHAT WE HAVE LEARNED FROM THIS MONTH
AND WHAT WE BRING TO THE FUTURE

ON MARCH 13TH WE TALKED ABOUT

WORKING TOGETHER

Alignment

Importance of over-communicating

Planning

WORKING WELL

Organize your time

Manage notifications

Manage calls

LOVE OURSELVES

Organize working spaces

Organize breaks

Divide personal time and work time

"YOU CAN NOT STOP THE WAVES, BUT YOU CAN LEARN TO MASTER SURFING"

Jon Kabat-Zinn

WHAT WE HAVE LEARNED

FIRST OF ALL

WORK WELL REMOTELY, CAN BE DONE



GIVE YOURSELVES A HAND

THE IMPORTANCE OF

PRESERVE AND RESPECT TIME

OWN

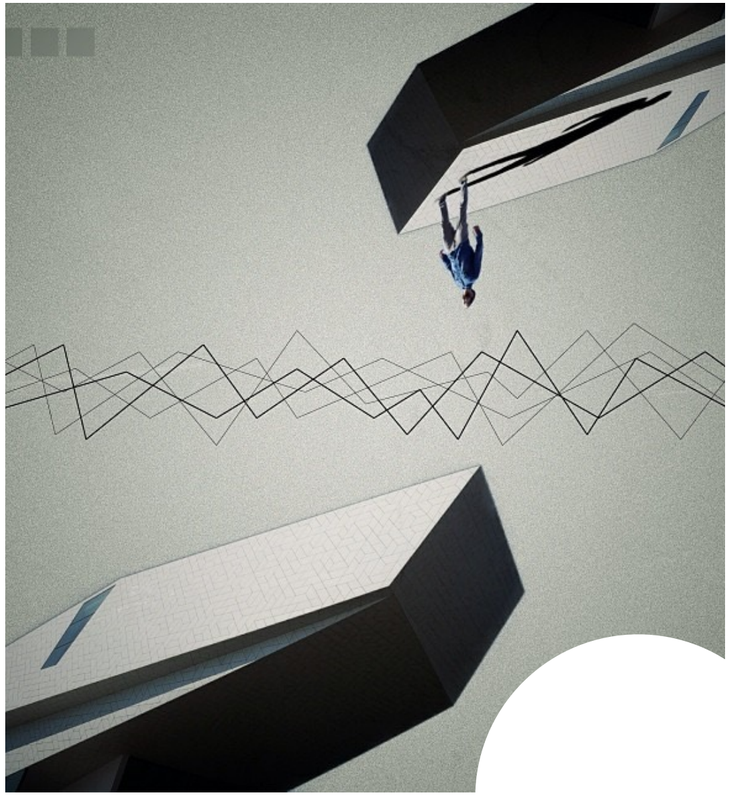


OF OTHERS

THE IMPORTANCE OF

GET ALIGNMENT

THE POWER OF
STAND UP MEETING



THE IMPORTANCE OF

MANAGING WELL CALL AND MEETINGS



MEETING ETIQUETTE

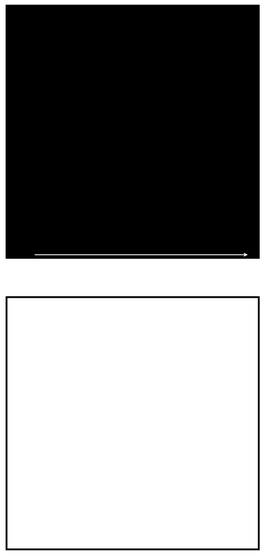
AKA WHAT I LEARNED THE HARD WAY
WORKING ON INTERNATIONAL PROJECTS



IF YOU ATTEND

MEETING

ETIQUETTE



ARRIVE IN TIME

Better one minute before

IF YOU ATTEND

MEETING

ETIQUETTE

BE PREPARED

Read the meeting documents in advance

IF YOU ATTEND

MEETING

ETIQUETTE

WHEN YOU ENTER A MEETING ALREADY STARTED

AVOID GREETING

In order not to interrupt
the conversation in progress

IF YOU ATTEND

MEETING

ETIQUETTE

IF YOU HAVE TO LEAVE THE METING

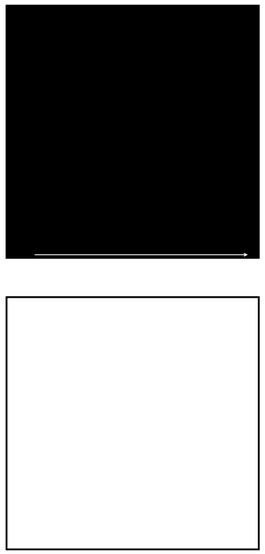
DO NOT ALERT

But leave a message in the meeting chat

IF YOU ATTEND

MEETING

ETIQUETTE



20% REMOTELY

EVERYONE REMOTELY

So that everyone
can participate in the same way

IF YOU ORGANIZE

MEETING

ETIQUETTE

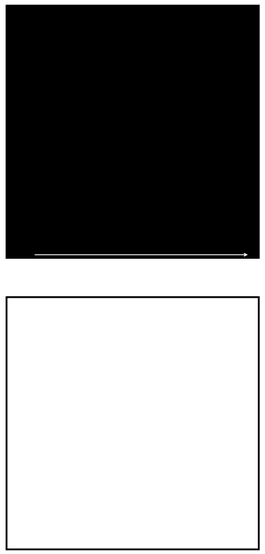
SHARE MATERIALS ON TIME

So that everyone can read them before the meeting

IF YOU ORGANIZE

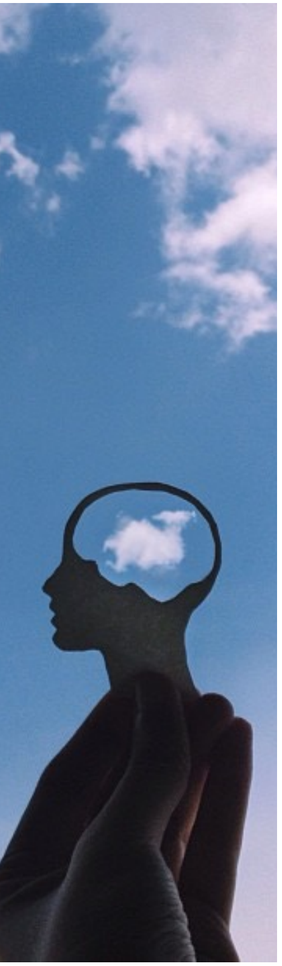
MEETING

ETIQUETTE



MAKE IT END ON TIME

If any theme needs for further insights let's take note and postpone to another meeting



"Problems are not stop signs, they are guidelines"

Robert H. Schuller

