

Habits for Effective Virtual Working Study Guide

How to Use This Study Guide

The Study Guide for this course is designed to help you take notes as you're taking the online course "Habits for Effective Virtual Working". It is organized in sections that mirror the elements of the course, with plenty of room to make notes and capture your learning.

The use of the Study Guide is optional. Research shows that different people learn differently, and for many, the act of writing something down as you are learning helps to solidify the information in your brain. If you find the Study Guide helpful, use it. If not, feel free to omit it from your learning process.

Course Overview – Habits for Effective Virtual Working

Effective virtual working is a skill that can be developed through an intentional practice of certain habits and behaviors. Working from home requires us to create our own structure, routine, working habits and systems. Rather than being inducted into an office environment where all this is in place, we are responsible for establishing effective working habits for ourselves. In this course, we will look at some of the most important habits and practices for successful virtual working.

Learning Objectives – Habits for Effective Virtual Working

By the end of this course, you will understand the following:

- Creating a routine and structure that supports your wellbeing
- Optimizing your mindset for successful remote working
- Protecting and structuring your time working from home
- Maintaining discipline and focus as a remote worker
- Communicating effectively with your virtual team

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Routine and Wellbeing

Morning Routine

Afternoon Routine

Regular Exercise and Breaks

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Journaling Activity – Routine and Wellbeing

Discipline and Focus

Manage Your Time

Get Organized

Stay on Track

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Communication

Over-communicate

Communicate Clearly

Set Expectations

Tackle Issues Early

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Nurture Working Relationships

Ask for Feedback

Video Notes

Journaling Activity - Communication

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Discussion Questions

Discussion questions are used by workgroups who are taking courses concurrently and want to engage in a conversation about the course content. The use of discussion questions is optional.

1. Which elements of your morning routine really support you to have a great day? Which elements would you like to change?
2. How do you currently schedule your time through the day as a remote worker and how might you do it differently after studying this course?
3. What are your greatest challenges or distractions when working from home and what strategies do you/will you put in place to mitigate them?
4. After studying the course, what might you do differently in the area of communication and why?