

# Thrive Vs Survive in remote working environments



**BG STAFFING, INC.**

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Favorite Chicago  
Team- Bears



Favorite Appetizer-  
Chips and Guac



Favorite Activity-  
Fostering Dogs



BG STAFFING, INC.

# Chance to WIN!

Raffle opportunity to those who stick  
around until the end!

# TOPICS TO COVER

1. Time Management- Practices & Methods
2. Virtual Presentation Skills
3. Practical Tips for working from home

# WHY TIME MANAGEMENT MATTERS?

- ❖ Effective Time management prevents burn out.
- ❖ Opens up time to focus on family activities and personal goals. – Learning a new language, family movie nights.
- ❖ Those who practice Time Management solve complex problems faster.
- ❖ Time management is a muscle that must be exercised. Like lifting weights, we all have different starting points and we can always get stronger.

# Time management in real life

- ❖ Plan your week in advance. Sunday night, or Monday morning. Utilize 1 hour to review upcoming deadlines
- ❖ Write down tasks that take up too much time. - breakfast casserole/ Hello Fresh
- ❖ Create a morning and end of day routine -(mine personally is to pack up my workstation, & feed my pets)
- ❖ Catch yourself when you're involved in unproductive activity's- phone a friend



# Organization

- ❖ Organizing your schedule and work station allows you to think clearly before the chaos of the day.
- ❖ Take your full lunch break. Set a timer and take the break to be away from your computer and allow your eyes and mind the time to rest!
- ❖ Most of us stay organized using our outlook or google calendars. I recommend using a dry erase monthly calendar.

# Organization Summary

- ❖ Time is a non-renewable resource. We only have so much time in the day to accomplish our work, family and personal objectives.
- ❖ Those who practice time management experience reduced stress, have more energy, and solve problems faster.
- ❖ We all know we should manage our time better, but will power alone might not work every time.
- ❖ Choose an accountability partner. (Managers, pair up employees and find a colleague)



# Virtual Presentation skills

- Presenting virtually is more challenging than we might think. (time lag, interruptions, and fear)
- According to the National Social Anxiety Center, 73% of people struggle with presenting publicly.
- Managers must keep in mind, not everyone is comfortable presenting and must have candid conversations with your team.
- Virtual presentations are like any other skill. It takes time but these tips and facts are important to keep in mind as your team grows together.



# Presentation Tips

## What to-do

- Set clear expectations
- Cameras on or off?
- Send out questions for your team to engage with so they can mentally prepare
- Have a designated leader of the discussion

## What not-to-do

- Don't hold off on starting the meeting
- Don't keep your microphone on
- Do not put members of your team on the spot unnecessarily
- Don't be longwinded

# Think of the Big 3

1. Background

2. Lighting

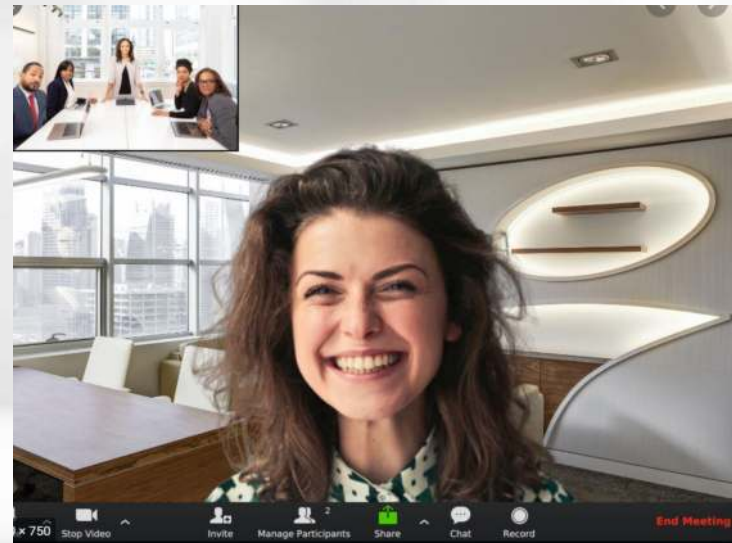
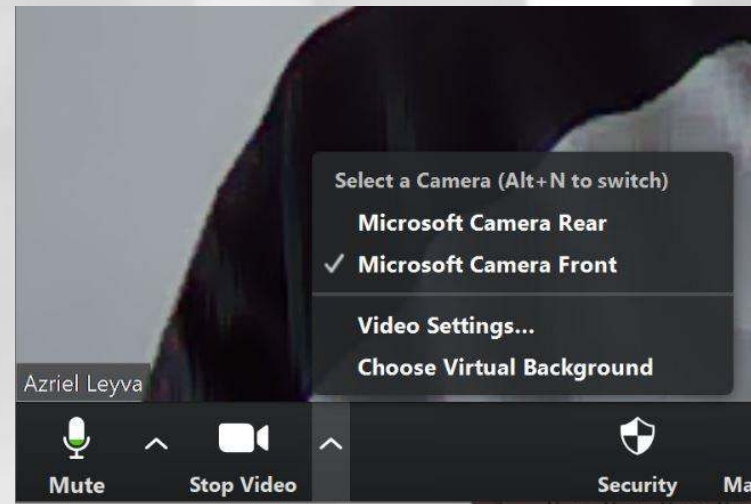
3. Sound



# Zoom- Background Tips

## When to use a Virtual background

- If you don't have the time or space to create a professional setting
- Make sure your background is clear and professional
- Download a professional background and select up arrow next to stop video

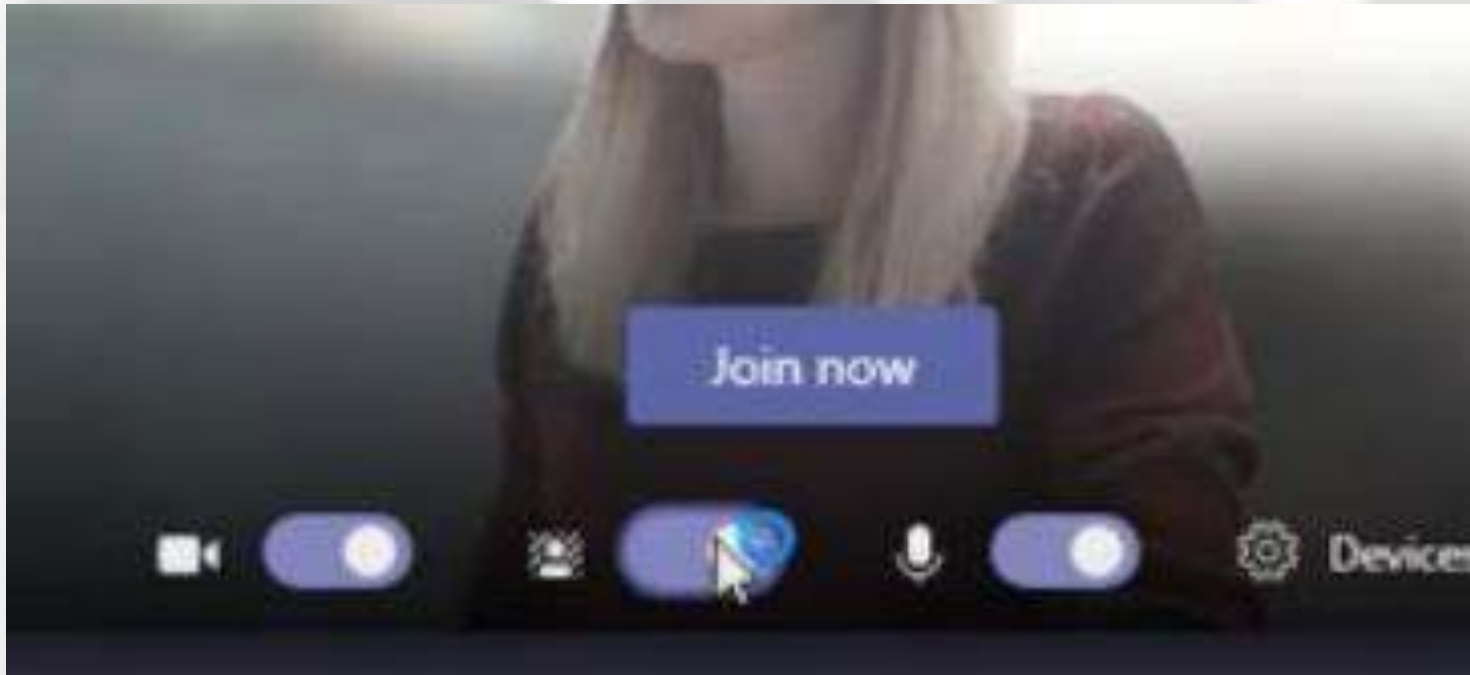


# Teams- Blurred Background Benefits

- Reduces background motion and distraction
- Quick solution in the case of an important incoming call
- Creates a presentable background without the hassle

# Blurred Background-Teams

Option 1- Before the call begins



source- <https://www.pei.com/portfolio/microsoft-teams-blur-video-background/>

# Blurred Background-Teams

Option 2- While call is in session



source- <https://www.pei.com/portfolio/microsoft-teams-blur-video-background/>

# Three Worst type of Zoom Callers

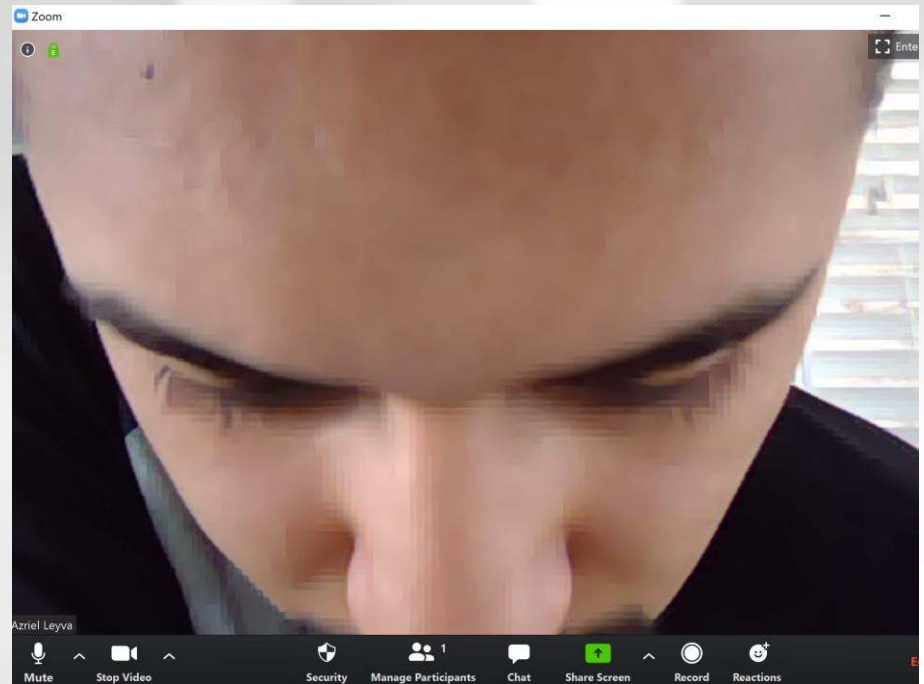
Don't let this be you!





# The Forehead caller

- Too close to camera
- Offers bad visual to those who are on the call
- Can be solved by being cognizant of front camera view



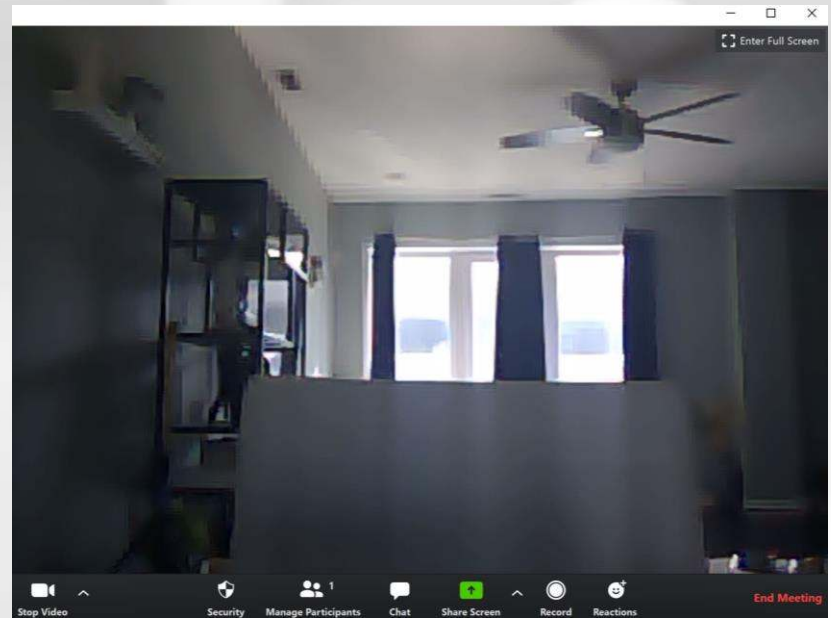
# The Dark Knight

- Lighting is low and hard to see
- Results in viewers tuning out of discussion due to low visibility
- Can be solved by sitting near natural light or light fixture



# The Ghost

- When camera is on but participant is out of sight
- Distracting to see participants move in and out of view
- Try and turn camera off when excusing yourself from the discussion



# Brief Check-In

How's Everyone doing?  
Any questions?

# Working from home effectively



With schools closed and families full of energy. How can we be effective at home?



Disclaimer- Tips and tricks gathered from friends and colleagues across the industry

# Define and Build workspace

Expectation

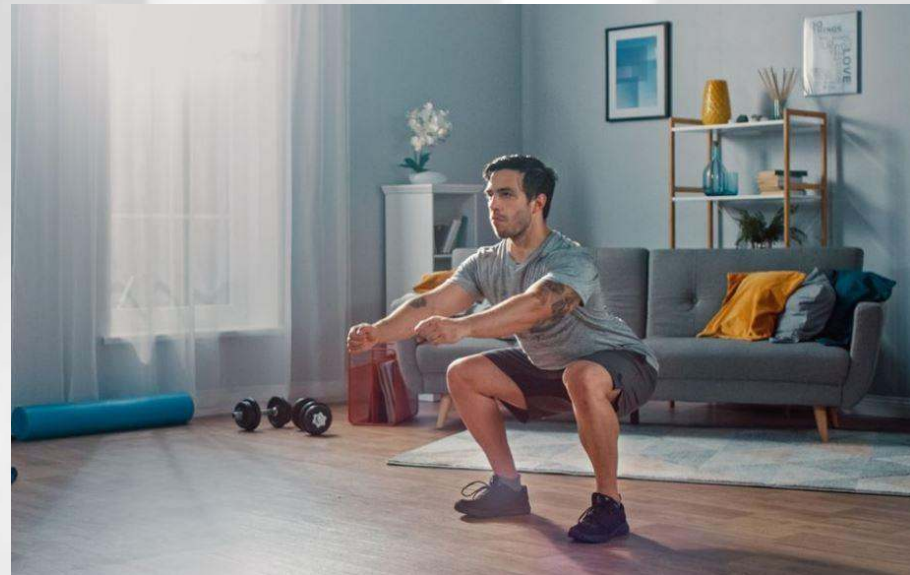
Vs

Reality



# Stay Active

- ❖ *Start your day with a morning stretch!*
- ❖ *Create your home gym!*
- ❖ *Take a quick 2-3 minute break every hour to get your heart rate up and blood flowing*
- ❖ *Do 10 jumping jacks, 5 pushups, or just take a break and walk outside!*



# Step Outside- 5 Benefits of going for a walk

1. Strengthens the heart
2. Lowers blood sugar
3. Boosts immune function
4. Lowers stress and improves mood
5. Improves Creative thinking





# Make time for fun

- Create excitement around scheduled breaktimes with the family through positive reinforcement.
- If you get through half the day without interruptions, that will result in a treat or extra game time.
- What's fun for you? Make time for yourself and ask for your family's support

# Schedule Breaks

1. Stay consistent
2. Keep breaks short
3. Have an accountability member in your family

# Make Organizing a Family Affair

- Set a designated time for family clean up
- Make a game out of who can clean their station the fastest
- Make sure everyone participates



# Final Recap

- ❖ Organization and Presentations are like muscles. They can be strengthened with time but must be practiced regularly
- ❖ Set boundaries for your loved ones and family
- ❖ Make following the rules fun for everyone
- ❖ Reward yourself and others for staying on track

# You made it to the end!!!

Riddle me this.....

I have a mouth but never eat  
and a bed but never sleep...

What am I?

Email correct answer to  
[aleyva@bg-talent.com](mailto:aleyva@bg-talent.com)



# Thank you for tuning in!

[aleyva@bg-talent.com](mailto:aleyva@bg-talent.com)

*your  
future.  
our purpose.*