

## Working Remotely: Tip of the Week

### Task Management Techniques and Tools

Among the many things that can challenge us working remotely is our ability to keep work tasks organized and completed on time.

Regardless of our role as a supervisor, leader or valued individual contributor, what can often get lost in distance working is our preferred ‘way of working’ in areas of organizing work, keeping focused on tasks and meeting timely deadlines. Working virtually can be a major disruption especially for those of us who are highly reliant on verbal communications to manage tasks and share information.

A key element of effective virtual work is to leverage our personal communication style into a virtual medium, and to use online tools that clearly show ‘who’ does ‘what’ and ‘when’.

Use the following tips to help set the stage for everyone to stay in engaged and in-line with task management.

1. Be willing to adapt your communication preferences in order to engage effectively with the various members of your team and colleagues.
2. If you rely on social and verbal communication, try to leverage audio and face-to-face options such as Zoom, Skype, Blackboard, and telephone—be prepared to take notes and share notes in a follow up email.
3. Be willing to use MC’s online IT tools available in Microsoft 365, such as Teams—which serves to record written exchanges and share documents for future access and follow-up.
4. Create and update task action lists that show ‘who’ does ‘what’ and ‘when’.

This time is important for us to take initiative to sustain and exemplify excellence at work, and your efforts help to give power to these shared MC values.

To view a video on task management, go to <https://youtu.be/sypEKFVt1g8>

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