
10 MUSTS AS WE RETURN TO THE OFFICE!

BY JONATHAN SWEENEY
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- **Hybrid meetings of video and in person participation.** Don't forget to engage online participants. Too often we get caught up in the face-to-face meeting interactions and forget our virtual participants.
- **Not everyone is feeling the same way about returning to work as you.** Don't presume everyone's WFH experience has been the same as yours. Everyone will take time to adapt and adopt to a new working environment.
- **Re-establish your informal connections** (both inside and outside of work) that may have slipped. Face-to-face is a great way to re-engage and energise your connections.
- **Plan your diary to maximise your time** in the office to reconnect with your colleagues, things will take time to get back into sync again. Make time to be available.
- **Be strategic with your time.** Where you have important meetings, it may be better to be there in person. On days where you need to hunker down and get stuff done, WFH may be better.
- **Be sensitive to your team.** Have the team dynamics changed? Are there new members, new roles, or new responsibilities?
- **Don't be afraid to experiment.** Some days you might come in later as this may reduce your commuting time by WFH in the morning. Perhaps use the WFH opportunity to look for

lifestyle improvements. Can you increase some family time and WFH later in the day?

- **Keep on checking in with the WFH people** as they may be dealing with issues that are not as apparent as they would be if you were face-to-face. Young families, single parents and living alone all pose different challenges when WFH.
- **What virtual meeting protocols will you keep?** Did you bring any new disciplines to your virtual meetings that you want to keep such as shorter, sharper papers and presentations, new ways of presenting and inclusion of a wider mix of contributors?
- **Has your organisation's culture shifted over the lockdown?** Has your appetite to change increased? Have you and the organisation acquired new skills? Has the way you do business changed? Have there been changes in the leadership team necessitating different ways to influence and engage? Has the business shifted objectives from say survival to growth or capitalising on new growth opportunities or meeting new competitive threats? Have your clients' needs changed?