WELCOME! While you’re waiting, please use the chat box to introduce yourself – tell us your name, what you do and how many people (or pets) you are stuck in the house with!

Grab your favorite glass of wine or other beverage – happy hour has officially begun 😊

FYI, we have muted everyone because we have over 60 folks attending – so more on that later....
“Logistics”

- PLEASE mute your mic (unless you want to talk)
- Use the chat feature to introduce yourselves to the group during the presentation AND ask questions (via chat)
  - you can either chat with the whole group or individuals
  - Start your question with the word ‘question’ so we can sort them out
  - We will answer questions at end of each section and then have time at the end for more general questions & sharing
Zoom Features

Adjust your View (Gallery View, speaker view etc.)

Chat Box

Can chat with everyone or just 1 or 2 people
ABOUT
Women in Technology

WHAT WE DO

• Informal monthly virtual/in-person meet ups for networking & education
• Wine tasting events throughout the year & now Virtual Happy Hours
• Mentoring future Women in Tech
• Recognize & celebrate our local ladies at the annual Women In Technology Celebration
• Working sessions to problem solve, share knowledge and identify opportunities

Sheri Clark
Clark Consulting Group

Renay Moya
Robert Half Technology

SueAnne Athens
Department of Workforce Solutions

Heidi Jackson
Rural Sourcing Inc.
New Mexico Technology Council (NMTC) is a member-led organization committed to supporting the state’s vibrant tech ecosystem through intentional networking, valuable programming, promotion, public policy advocacy and more.

**WHAT WE DO**

- Monthly Peer Groups featuring subject matter experts and robust discussion (Cybersecurity, Data Science, Women in Technology & 3D Printing)
- Signature events: experienceIT Conference (fall) & Women in Technology Awards (summer)
- Policy advocacy & weekly updates during legislative session
- Member promotion & features

If you’d like to know more about the benefits of being a member, please reach out to Mary Tieman // mary@nmtechcouncil.org.
Upcoming Events

STAY TUNED FOR MORE VIRTUAL EVENTS, COMING SOON!

CYBERSECURITY PEER GROUP

CYBERSECURITY PEER GROUP
Cybersecurity in the Age of COVID - 19

Join us for a webinar with cybersecurity expert Jonathan Sandmel, President, Steady Networks.

RSVP TODAY

WEDNESDAY, APRIL 1, 2020
11:30 AM - 1:00 PM
RSVP to receive a confirmation email with instructions on joining the webinar.

Webinar + Virtual Discussion
Cybersecurity in the Age of COVID - 19
Wednesday, April 1, 2020

RSVP at nmtechcouncil.org

WOMEN IN TECHNOLOGY AWARDS

12th Annual Women in Technology Awards
Coming Summer 2020

POSTPONED UNTIL A LATER DATE
ALBUQUERQUE MARriott PYRAMID NORTH

Join us in celebrating our 2020 honorees!
Thank you to all of our Community Partners and members for your ongoing support!
INTRODUCTIONS

Sheri Clark  Small Business & Team Coaching, Process Improvement, Quality Assurance, “We make things better”

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Hope McIntosh  An outcome focused consultancy; “We conquer complexity, drive material change and spark positive long-term impact”

McIntosh Consulting Group  hope@macgrouconsult.com  www.macgroupconsult.com
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Agenda

• Telecommuting Strategies and Tips
  Sheri Clark – 15 min + Questions

• Managing a Remote Workforce
  Hope McIntosh – 15 min + Questions

• More Questions & Sharing – Hours and hours
Let’s Talk About ---

• Strategies
• Tools
• Environment
• Why this Situation is Different
• Tips
Where to Start

• Is there a company / team policy? Should include:
  • Core hours
  • Communication protocols / preferences
    • Among your team
    • With Customers
  • Tools & Apps to Use

• If there isn’t, you may want to make one for your team –
  Hope is going to talk about this in detail
Are you Secure?

• Do you have a private (password protected) IP / internet connection?

• Do you have a method for sharing sensitive / confidential information with your customers or team?

• Do you have backup? Are you still working on your company’s server? Do you have backup at your home?

• Do you have a password for your computer, etc. at home? (Kids, dogs, nossey partner, accidental delete…)

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Some Tools to Help

Your organization may have tools that you can use; enterprise licenses, etc.

• Video Conferencing & Conference Calling
  • Zoom, GoToMeeting, Teams, etc.
  • Skype, FaceTime, FreeConference Call

• Group sharing and collaboration
  • Slack, Teams, Outlook, Sharepoint, Google Drive, Dropbox

Ask this group (NMTC, WIT) for ideas and recommendations
Set Up Your Space

• Try to find an area in your home that is just for your work space

• Ideally:
  • Be able to close the door
  • Keep your things in place
  • Comfortable (ergonomics)
  • Good internet connection
  • Not in your bedroom

• Do you have enough bandwidth for everyone who is online in your house?

• Do you need a repeater or another router?
Sharing a Space / Using Common Space

• If you have to move your things each day, make it easy (file box, banker box, etc.)

• If you have to use “common space” – set up rules about when you are working
  • When mommy is sitting here, I am working – this is quiet area
  • Do not touch or move anything

• Make a schedule each day – and let your partner / caregiver know about it – especially when you will be on a call / in a meeting

• Give rewards (bribery is OK!)

Put important things away at end of day!
Sharing a Space

• You may have to share a space with your partner
  🙆‍♀️ *When “mommy” is sitting here, I am working – this is quiet area*
  🙆‍♀️ *Do not touch or move anything*

• Set up a schedule and share it each day or night before
  • Especially wrt: conference calls or video meetings – try to avoid having meetings / calls at the same time
  • Find another space to make the call OR that can be break time for your partner

Put important things away at end of day!
The Good

The Bad

and The Ugly

ON MY FOURTH DAY OF TELECOMMUTING I REALIZE THAT CLOTHES ARE TOTALLY UNNECESSARY.
The Good

This is an opportunity to try to have better work/life balance

• Define your goals for the day / the week
• Create a daily schedule to make sure you meet your goals
• Take short breaks, take walks outside, play with the dog and your kids, work out, meditate, do yoga
  • Just make sure you are available during the ‘core hours’ and are accessible to your clients and team
• Communicate your schedule with your team and clients
  • This is not a 24/7 situation (unless your work is critical) – create and communicate office hours
  • Set boundaries and expectations
• You will be more productive
  • Less meetings, less ‘pop-in chats’, less distractions (maybe)
The “Bad”

This is a big change and will take time to adjust – for everyone

- You may get lonely; you may wish you were lonely
- It may be hard to focus
- You need to find your “groove” and a schedule that works for you (and accommodates your team and clients) – be gentle with yourself
- You may have to “train” your manager / team leader
  - Easy for them to try to micro-manage because they can’t “see you”
  - Communicate with them (and your team members) – not constantly, but do a check in email or call once or twice a day
  - Let them know your general progress and if you are having any difficulties
  - How often is it OK for them to “bug” you?
- Be productive!
The “Ugly”
The “Ugly”  
May be easy to feel totally disgusted

• Wear Pants!!
  • Get a shower and get dressed each day – doesn’t have to be in a suit, but try to rotate your yoga pants
  • If you have a video meeting, at least wear a nice shirt and comb your hair

• Don’t over-snack
  • Have berries or something semi-healthy to snack on
  • Take a lunch break – don’t eat at your computer
    - Share meal time with other people who are in the house
  • Wear jeans sometimes to make sure you haven’t oversnacked

• Everyone in household will need to share chores
• If you are sick, you are sick – cannot work – let others know
This is a weird situation

Is it okay if I work from home one day a week?

How would I know you were working?

How do you know I'm working when I'm here?

When you're here I know you're unhappy and that's the same thing as work.

What if I invent a hideously uncomfortable hat to wear when I'm working at home?

Well...that might be okay.

But it has to be extremely uncomfortable or else it isn't work.

Hee hee! The joke's on him - it isn't that uncomfortable.
This is a Weird Situation

• Don’t know when it will be over
• Not at all planned
• We, our companies and our clients are figuring it out as we go
• Anxiety provoking
• Will test your ‘togetherness’ and your focus

• Opportunity to change and learn and grow
• Find new strategies and methods to work as a team

• Happy hour can start earlier?
General Tips

• Keep emails and texts professional
  • It’s easy to become too casual with team members and clients

• Make sure your MUTE is working
  • Mute calls and computer audio when you are NOT speaking – LOTS of background noise for others

• Check out how you look on video BEFORE a call
  • Are you looking up or down at the camera?
  • Is there something weird behind you?
  • Are people walking back and forth behind you?
  • Put a pic up of yourself instead of video

• Remember there is a delay when speaking – easy to talk over others
WE CAN DO THIS TOGETHER

• We have a whole community of extraordinary folks who are here to support each other in many, many ways -- take advantage of this!

• Don’t be shy to reach out – if I/we don’t know the answer, I/we will ask our "community" and we will find the answer

• If you need help – ask for it!!
Questions?

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