

Alex's Remote Working Day



8:45

Alex starts the workday by **setting up her home work station** and checking the **Activity Feed in Microsoft Teams** to see if she has received any notifications or messages that require action from her.

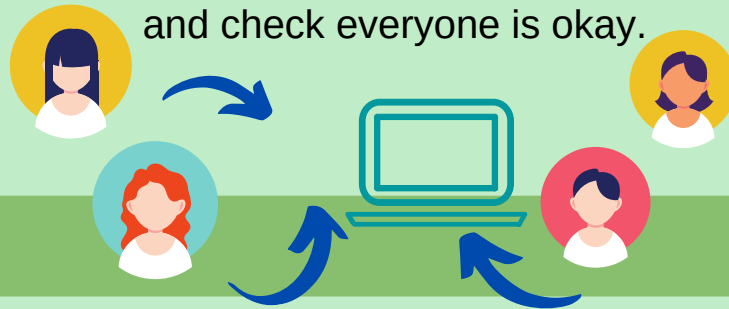


10:30

While Mark and James are reviewing the document, Alex **takes a break** to make a cup of tea and do some **stretches away from the desk**. This will help her focus on her next tasks afterwards.

9:00

Alex joins the **daily meeting with the team** to catch up on what everyone is working on and check everyone is okay.



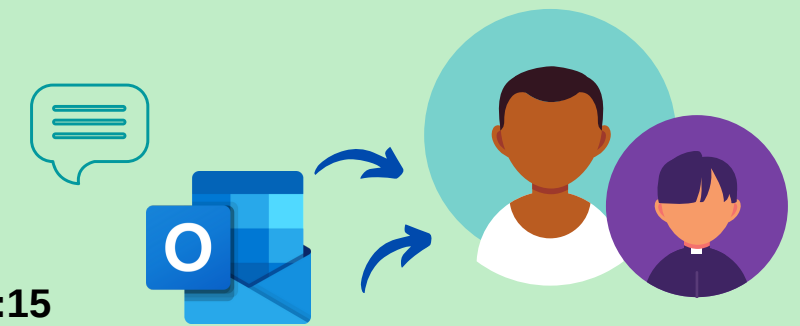
10:45

Alex **logs into My Learning Source** and finds the **Digital Skills Portal** to check how to blur her background for her video 1:1 later. She also checks out the new **remote working eLearning modules**.



10:15

Alex prepares a document to discuss with James and Mark. She emails the document to them, and sends Mark and James a **quick message on Teams** to say it's available.



12:30

Alex takes her lunch break and **goes for a walk** to take a **break from the computer screen**.



13:30

After lunch, Alex reviews the comments and modifications Mark and James left in the document. They use the **Meet Now function** on their **Teams Channel** to have a quick chat to discuss one point in more detail. Alex shares her screen, so that all can see the section they are discussing

14:00

When they are happy with the changes, Alex informs Olga, her manager, that the document is ready to review. She notifies her in their Teams channel, and **@mentions** Olga to grab her attention.



15:00

Alex takes a quick break to enjoy some fresh air on the balcony. She phones a friend to check they are okay.



15:15

After Olga reviewed their document, Alex and Mark edit the document to finalise it. They use the MS Teams chat to coordinate their work and make sure they are not overwriting each other's changes.



16:00

Alex has her **1:1** with her manager, Olga. They connect directly in a **Microsoft Teams video call**. By turning on the camera, it almost feels like a face to face meeting where everyone can participate in an inclusive way, even remotely.

17:00

Alex logs onto Yammer to check the latest Remote Working Tips, and catches up with posts from across the council. She replies to Jasmin's post asking where to find the **Interim Health and Safety guidance** on The Source

