



TELECOMMUTING AND THE HYBRID WORK MODEL 2021

It has been over a year and a half since the COVID-19 pandemic began and many businesses have shifted to either a telecommuting or hybrid work model. According to [Findstack](#), almost 59% of the US workforce are now remote workers due to the pandemic. Studies have shown that there are many advantages to this work model. TMA SF Connects have done extensive research for updated tips and tools to continue to work from home successfully.

Structure your Day



Before you start your day, write or type out a to-do list and set goals for yourself. Make sure to include break times and to give yourself time to stretch and get fresh air. A structured day reduces the possibilities of getting sidetracked during the day and helps with being more productive. Time management tools such as [Google Calendar](#) and [Smart Tasks](#) can be utilized to help plan your day.

Dress for the Job

Although it might be tempting to hop into sweats or shorts when you're working from home, try dressing up as if you're going into the office. When you dress up, you are signaling to your brain to go

into work mode and this can affect your productivity. Being properly dressed can also assist you in being ready for video calls. Not only will you

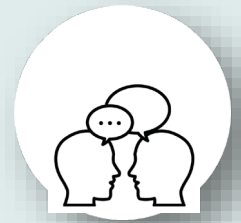


look more professional, but you will feel more confident and be ready to tackle your workday. Here are some tips for upgrading your [remote work attire](#).

Actively Communicate

Software like Zoom, Outlook, and Gmail allow us to communicate effectively and efficiently with our teams. Communication skills are key to being a successful teleworker.

Remember to consistently check in with your supervisors, colleagues, and team members to make sure you are all on the same page. [Click Here](#) to read about the three C's (Clear, Consistent, and Concise) to sharpen your communication skills.



Create Support Systems

You might not have the opportunity to have physical bonding events such as team lunches or coffee runs with your colleagues, but there are plenty of ways you and your team can support one

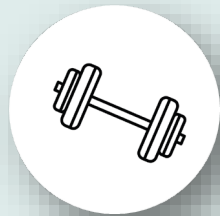


another virtually by having [coffee hours](#), [virtual lunches](#), or [creating group chats](#).

These virtual events can help create a supportive work environment, where all employees and teams can stay connected. Here are some additional [virtual activities](#) your team can do to create a supportive environment, no matter where they are.

Be Active and Exercise

It can be easy to give into the sedentary lifestyle since you might be stuck at home all day. When you plan your day out, make sure to include an exercise routine to keep yourself as active as possible. An exercise routine can go a long way, as it keeps you healthy both mentally and physically. It is also a great way to keep your immune system strong and stress levels low. [Total Wellness](#) has great advice and tips to be active while you are working from home.



[Source Cite: Flexjobs](#)

The Hybrid Work Model



While some companies are planning to go fully remote, other companies are looking at the possibility of taking a hybrid approach. According to [CNBC](#), about 45% of major U.S. companies plan to lead with a hybrid work model in the second half of

2021. Continue reading to learn more about how the future of workplaces will be shaped by the hybrid work model.

What is it?

The workplace we know has been forever changed due to the COVID-19 pandemic. Although remote work has been proven to be [successful](#), employees may also want to have a better work-life balance and head back to their offices. What better way to have the best of both worlds than through a hybrid work model?

The hybrid approach blends both the satisfaction of working from home with a traditional office routine. Employees will have the freedom to choose if they want to work remotely, in the office, or a mixture of both. This model would differ and be determined by each individual company. It can comprise of permanent in-office employees and staff with alternating schedules.

[Source Cite: WeWork](#)

Benefits

A hybrid work model will provide the principal benefits of remote work while offering the framework, stability, and social comfort of office work. Here are some noteworthy benefits associated with the adoption of a hybrid work model:

- 1. Increased Productivity:** When employees are given more freedom and flexibility, they utilize their time better. Employees are bound to remain focused as they can choose to avoid commuting or work when they feel the most productive. Employees that are happy, rested, and less stressed will be more productive.
- 2. Absenteeism and Staff Turnover:** With the liberty of working from home, even when employees feel slightly ill, they can feel comfortable to turn on a computer and work. Employees are also [74% less likely](#) to leave the company when they have the option to work remotely.
- 3. Lowered Costs:** Businesses can plan for lower occupancy levels and reduce the costs of business expenses, office supplies, and even the cost of rent.
- 4. Safety:** Workers can continue to be safe during the ongoing pandemic and the reduction of employees in the office can provide space for social distancing.

[Source Cite: WeWork](#)

Facilitating the Transition

As you prepare to go back to your office, thoughts may gravitate towards whether it will be safe to be in the office. However, businesses are re-imagining their workplace strategies with an importance on social distancing, safety, flexibility, and employee experience. Just as technology assisted when businesses transitioned to remote work, it is also going to provide the tools necessary as we approach a hybrid work model.

Through enterprise technology, powered by Artificial Intelligence, businesses will be able to design a safe and sanitary workplace. Smart sensors, for example, will be able to count the number of employees in one building and identify what areas need to be cleaned. AI has the potential to examine workspaces to automate social distancing protocol and diminish touchpoints. Businesses will find a balance between safety and flexibility to provide the best workplace for their employees.

[Source Cite: Forbes](#)

Employees along with businesses should remain up to date with local [city](#) and [state](#) guidelines as well as the [CDC](#) guidelines for office buildings.