Adapting to Change

WORKING AND MANAGING YOUR BUSINESS VITUALLY

Visit us online: ceimaine.org/women
The struggle we are all facing

- Our Personal Work Habits
- Space
- Ability to work independently
- Technology & Equipment capabilities
- Support of Family and Friends
- Communications and Interpersonal Connectivity
Questions/concerns our employees may have

- Can I still be a successful employee working from home?
- What if my children or other family members are home?
- Do I need to be always “connected” (on-line)?
- Will working from home negatively impact my personal work-life balance?
- Am I capable/comfortable working alone/independently for long periods?
Do I have what it takes?

AND THE DAY CAME WHEN THE RISK IT TOOK TO REMAIN TIGHT INSIDE THE BUD WAS MORE PAINFUL THAN THE RISK TO IT TOOK TO BLOSSOM.

-ANAISS NIN
Pivot, Adjust and Manage

Mindset and Emotion Management
Time Management
Boundary Management
Process and System Management
Mindset & Emotion Management

Transitions Curve

Performance

Time

Shock
Sudden Awaren—

Denial
Blaming Self
Blaming others

Panic
Dread

Depression
Insecurity
Acceptance
Acknowledgement

Testing
Experimentation

Discovery
Learning

Feelings of optimism
Hope
Renewed energy

Feelings of satisfaction

Integration &
new meaning

CEI
Women’s Business Center
### Mindset & Emotion Management

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<th>Yale Center for Emotional Intelligence - Marc Brackett Ph.D.</th>
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<td><strong>R</strong>- Recognizing Emotions in Self and Others</td>
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<td><strong>U</strong>- Understanding the Cause and Consequences of Emotions</td>
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#### Moodemeter

- **Angry**: Enraged, Furious, Frustrated, Shocked, Livid, Frightened, Nervous, Restless, Fuming, Apprehensive, Worried, Annoyed, Repulsed, Troubled, Uneasy, Peeved
- **Happy**: Surprised, Upbeat, Motivated, Ecstatic, Hyper, Cheerful, Inspired, Elated, Energized, Lively, Optimistic, Thrilled, Pleasant, Joyful, Proud, Blissful
- **Sad**: Disgusted, Disappointed, Glum, Ashamed, Mortified, Alienated, Mopey, Apathetic, Embarrassed, Excluded, Timid, Drained, Alone, Down, Bored, Tired
- **Calm**: Relieved, Restful, Tranquil, Serene, Blessed, At Ease, Content, Fulfilled, Humble, Secure, Chill, Grateful

- **CEI Women's Business Center**
Time Management

How much can I get done today?
What needs to happen **TODAY** to move my business forward?
Time Management

TIPS FOR RUNNING YOUR BUSINESS VIRTUALLY

Watch your work hours. Working long hours (especially when not required) is usually a sign of other problems.

Remain flexible and expect the unexpected. We are NOT in a business-as-usual situation and so colleagues, tools, systems, etc. may be taxed and challenged in ways never see before.

Plan Ahead and Prioritize. At a minimum, create “What Must I Do to Move My Business Forward Today List” –include home/personal items if they will impact your work routine.

Set Deadlines. Both for yourself and when collaborating with others.

Don’t procrastinate. Because you may be at home –don’t let the working from home translate into “always working”. Focus on getting things done during your designated work hours.

Honor Due Dates and Complete Tasks. Multi-tasking has become a standard expectation for many. However, be attentive to what you can do and work on at one time, one day, one week. Taking on too much at the same time can be a problem too.
Time Management: Covey’s Matrix

- **URGENT IMPORTANT**
  - deadlines, exams
  - "real" crises / emergencies
  - last-minute preparations
  - meaningful appointments

- **URGENT NOT IMPORTANT**
  - some calls, emails
  - reporting
  - somebody else’s problems and needs
  - shallow relationships
  - some meetings

- **NOT URGENT IMPORTANT**
  - planning
  - problem prevention
  - self-development
  - healthy, quality relaxation
  - relationship building

- **NOT URGENT NOT IMPORTANT**
  - social media
  - watching TV
  - nonsense movies
  - gossiping
  - shopping

**MANAGE**

**FOCUS**

**AVOID**

**LIMIT**
Organizing & Setting Boundaries

✔ Turn off email
✔ Silence your phone
✔ Don’t answer emails unless it’s during your designated time
✔ Set timers for various activities
✔ Know in advance what you’re going to focus on throughout your day
✔ Don’t multi-task
✔ Focus on completion, not perfection
Negotiating with Family Members

- Realize everyone may be on different schedules
- Try to set up separate office areas – away from each other
- If you have doors for your office area – keep them closed
- Get and use headphones
- Create a Work at Home agreement between family members
- Consider scheduling “Meet Me” or “Step-Away” lunch and/or breaks together to create some structure to your day
- Children and other family members at home? Create a plan for:
  - Supervision
  - Transportation
  - Meals and Snacks
  - Schooling and Recreation
Tips & Tools
FOR MANAGING YOUR BUSINESS

Communication/Marketing
- Newsletter or email communication to current and prospective customers
- Find ways to launch new collaborations
- Use Social Media
  - [https://www.facebook.com/business/resource](https://www.facebook.com/business/resource)
  - Instagram
  - Twitter

Technology
For Meetings/Conference Calls
- Zoom: free 40 minute video calls
- Webex: free 50 minute video calls
- Skype: unlimited video calls
- Microsoft Teams: unlimited calls, built for true team collaboration

Education
- [https://www.coursera.org/launch/10000women](https://www.coursera.org/launch/10000women)
Visit us online: ceimaine.org/women

Sign up for our newsletter: https://lp.constantcontactpages.com/su/dAj9OTc

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