



# We Fly High

*The ITC Work from Home Playbook*  
**will help you**  
**to be productive and stay well**



# Matter of time & space

Work timings and weekly offs do not change even if you're working from home.

Plan meetings ahead, give heads-up to colleagues to organise personal & office work.

Insist on the usual lunch-break timings you took in office, or agree on a mutual time with your team.

- And do break for lunch and chew it well! Take off for 30 minutes to an hour!



Need some flexibility in work hours? Let your team know in advance. If you are sick, or have power failure or bad connectivity, inform your supervisor right away.

Just like when you used to walk across the cubicle to discuss work, do stay in touch during work hours with simple apps like MS Teams Chat, etc.



At home, try to set up a separate workspace, as far as possible. Make sure you have everything you need at hand – laptop, charger, shared files, reliable WIFI.

- Tip: Noise cancelling headphones help to wipe out distractions.



Posture matters, especially for long hours! Don't be a couch potato with your laptop.



Find a rhythm of work and rest during the day that suits you. Apps like 'Focus-To-Do', 'Marinaratimer', 'Any.do', 'TickTick', and 'OneNote' can help you manage your to-do lists and get more done.

# Keep up the good work

Outcomes matter the most.  
Keep your focus on the  
expected results.



Recalibrate  
to deliver the  
best! Talk to  
your supervisor  
or team lead to  
overcome any  
work-from-home challenges.

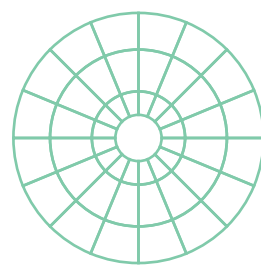
# Take that break

When did you last take a leave? Take a break even if you are not able to travel to the mountains or the beach.

- There are plenty of things to do - binge watch, read books, party at home, play with the kids, cook up something or just spend some quiet time with family.







Do take leave and craft a cool message to let your colleagues know that you will not be OOH (Out of Home) but still OOO (Out of Office)!



# Meeting manners

For sharp, focused meetings, don't forget to share the agenda in advance. Try to wrap up by 7 pm!



Schedule meetings through calendar request. Make sure all team members have calendar access.

It's always polite to drop a message before calling a colleague.

Want to enhance team productivity? Set aside a slot for weekly meetings and brainstorms!

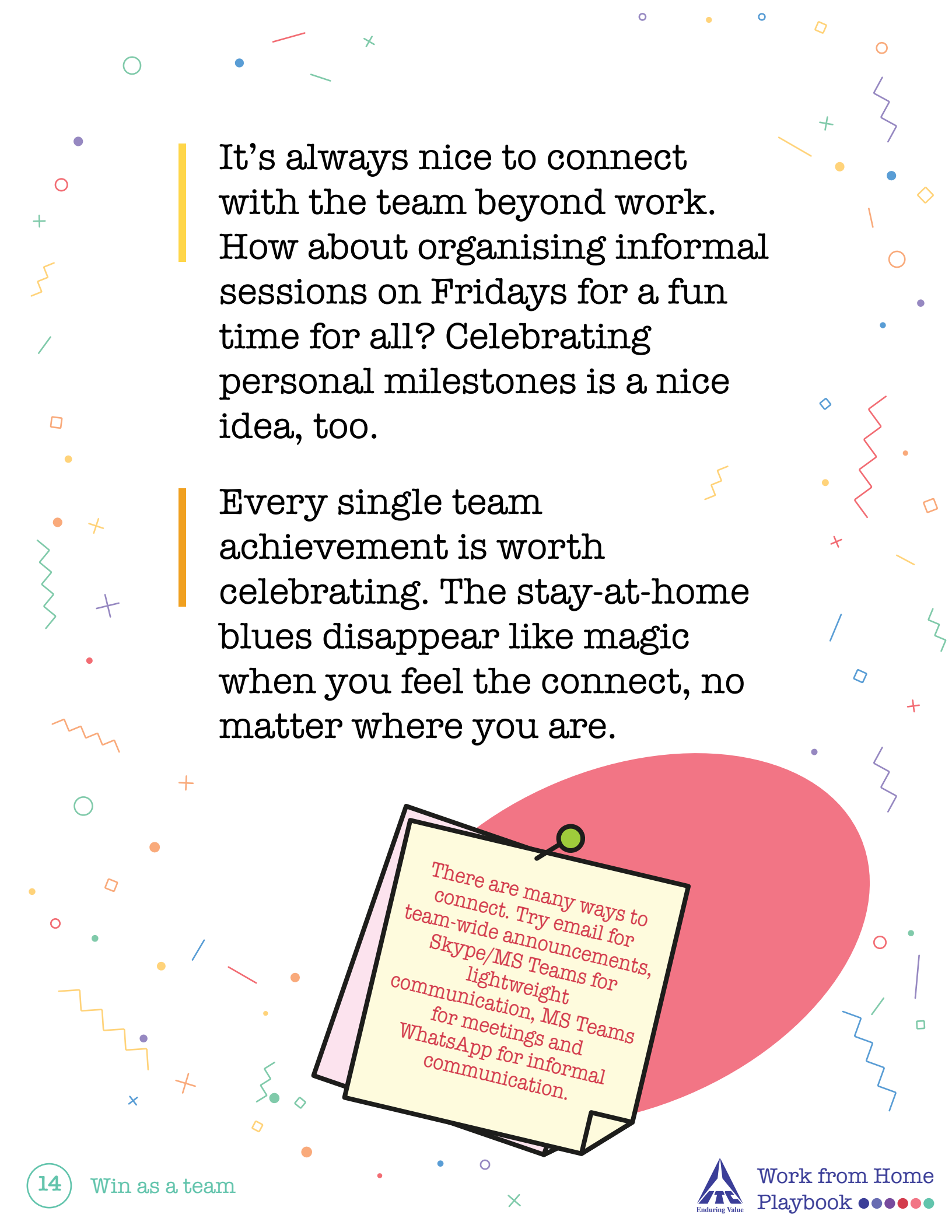
# Win as a team

Beat the FOMO! (Fear of Missing Out). Grab a cup of coffee, switch on the video and join the weekly morning meetings and share work plans.



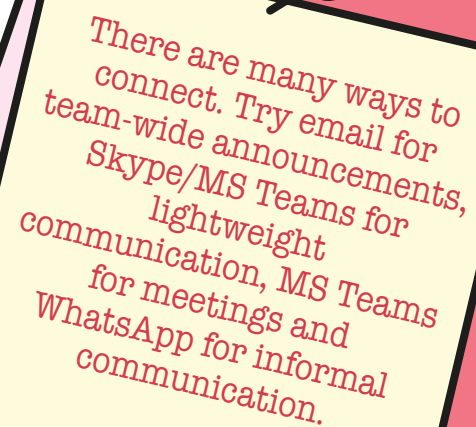
Let your team see you often!  
Being visible makes a  
difference. Set times for  
overviews so work doesn't  
get stuck, and team members  
don't disengage.





It's always nice to connect with the team beyond work. How about organising informal sessions on Fridays for a fun time for all? Celebrating personal milestones is a nice idea, too.

Every single team achievement is worth celebrating. The stay-at-home blues disappear like magic when you feel the connect, no matter where you are.



There are many ways to connect. Try email for team-wide announcements, Skype/MS Teams for lightweight communication, MS Teams for meetings and WhatsApp for informal communication.



Remember,

**WFH stands for  
We Fly High!**

Stay Safe, Stay Strong.

