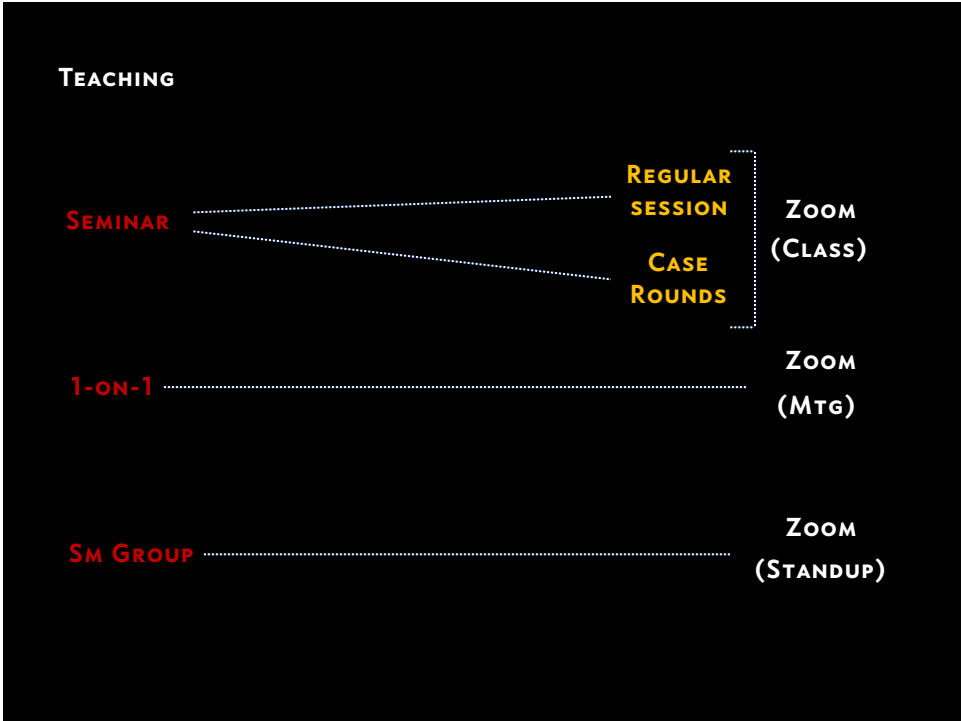


ALL CLINICAL CHECK-IN

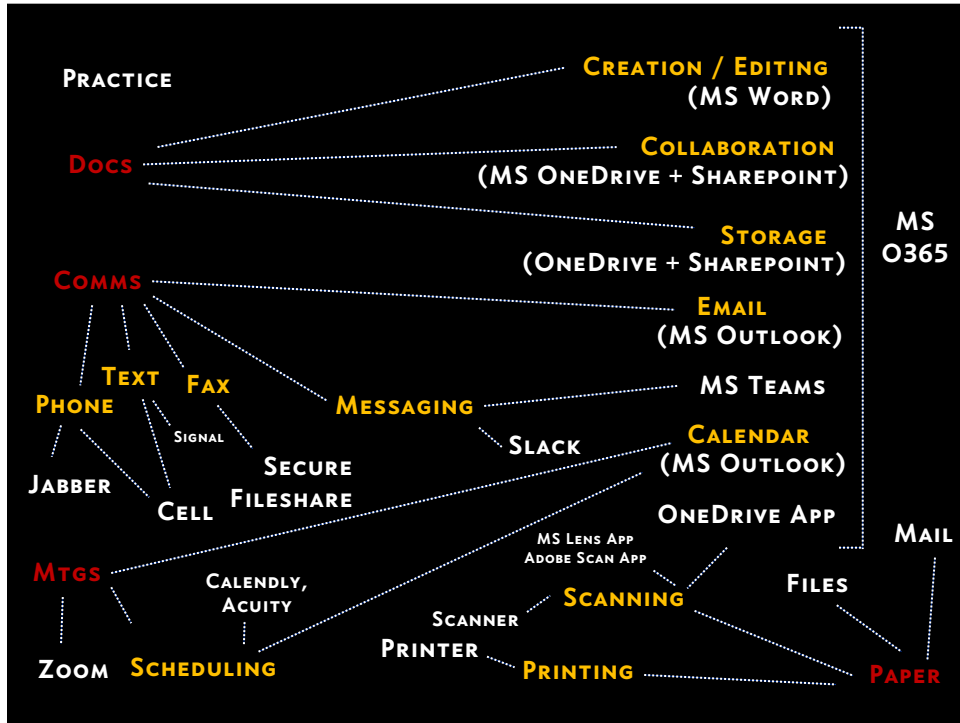
**CLINICAL TEACHING AND PRACTICE:
WORKING FROM HOME**

MARCH 27, 2020
C. BAVITZ

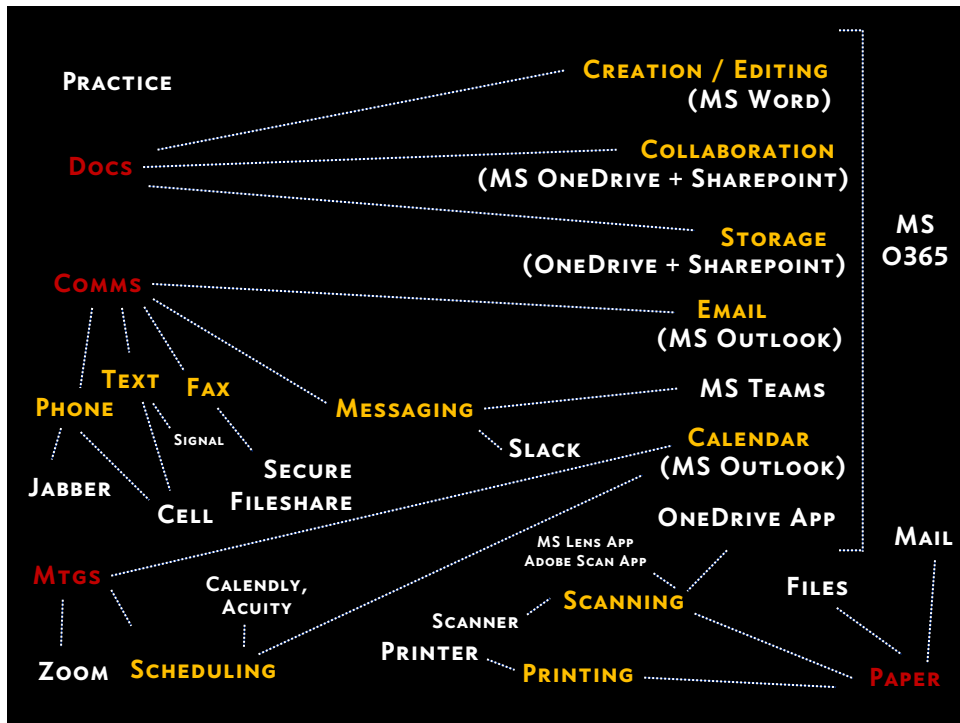
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*ADAPTED W/PERMISSION FROM
BERKMAN KLEIN CENTER GEEKS, "HOW TO WORK REMOTELY
AND STAY SANE" (MAR 26, 2020)*

WORKPLACE (1 OF 2)

- **FIND THE BEST AND THE MOST QUIET PLACE IN YOUR HOME, BUT CLOSE TO THE BATHROOM, KITCHEN, SO IF YOU DECIDE TO GO OUT YOU DON'T NEED TO TALK TO YOUR FAMILY/FLATMATES**
- **MAKE IT AS COMFORTABLE AS YOU CAN, BE SMART AND CREATIVE, IT CAN BE MUCH NICER THAN IN THE OFFICE**
- **LET YOUR FAMILY/FLATMATES KNOW THAT YOU WILL WORK AND MAKE SURE THEY WON'T DISTURB YOU, THEY CAN CONTACT YOU BY EMAIL OR PHONE IF THEY REALLY NEED (THEY WILL, MOST LIKELY, TRY TO CONTACT YOU MORE OFTEN, BE ASSERTIVE)**
- **TAKE INTO ACCOUNT THAT IT WILL GET WARMER SOON (WELL, FOR MOST OF YOU), IF YOU DON'T HAVE AC, FIND A COOL PLACE)**

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*ADAPTED W/PERMISSION FROM
BERKMAN KLEIN CENTER GEEKS, "HOW TO WORK REMOTELY
AND STAY SANE" (MAR 26, 2020)*

WORKPLACE (2 OF 2)

- **GET GOOD QUALITY MIC+HEADPHONES**
- **MAKE SURE YOUR INTERNET CONNECTION IS SECURE AND STABLE (AVOID WI-FI IF POSSIBLE, CABLE IS ALWAYS BETTER)**
- **IF YOU USE A DIFFERENT, HOME PC/LAPTOP MAKE SURE IT'S CLEAN AND SECURE**
- **MAKE SURE YOUR MACHINE IS NOT EASILY ACCESSIBLE, ALWAYS LOCK IT WHEN YOU'RE NOT NEXT TO IT**
- **IT'S GREAT TO HAVE SOME ANIMAL TO INTERACT WITH, ESPECIALLY IF YOU LIVE ALONE**

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ADAPTED W/PERMISSION FROM
BERKMAN KLEIN CENTER GEEKS, "HOW TO WORK REMOTELY
AND STAY SANE" (MAR 26, 2020)

WORKDAY (1 OF 2)

- **BLOCK OUT YOUR DAY SO THAT YOU ARE CLEAR ABOUT WORKING, EATING, TIME OFF**
- **ALWAYS PLAN YOUR DAY, HAVING A PLAN AT HOME HELPS TO MOTIVATE**
- **HAVE A BREAK EVERY 30 MINUTES TO MOVE YOUR BODY**
- **THIS MAY ALSO BE A BIT EARLY FOR THIS BUT SETTING UP ACCOUNTABILITY HELPS. USE TOOLS LIKE [HTTPS://TOMATO-TIMER.COM](https://tomato-timer.com) (POMODORO TECHNIQUE), [HTTPS://TODOIST.COM](https://todoist.com) (GTD TECHNIQUE) TO STAY FOCUSED ON YOUR TASKS**
- **GRAB A NAP OR MEDITATE (OR BOTH?)**

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ADAPTED W/PERMISSION FROM
BERKMAN KLEIN CENTER GEEKS, "HOW TO WORK REMOTELY
AND STAY SANE" (MAR 26, 2020)

WORKDAY (2 OF 2)

- **IT'S EASY TO NEVER LEAVE YOUR CHAIR**
- **IT'S EASY TO FIND YOU HAVEN'T TALKED TO ANYONE OTHER THAN YOUR CAT FOR A WEEK**
- **(THOSE ARE BOTH REALLY BAD FOR YOU!)**
- **MAKE SURE TO MOVE YOUR BODY AND INTERACT WITH PEOPLE (IN A SOCIALLY DISTANCED WAY)**
- **!!! WATCH YOUTUBE !!! No, really, if you're home anyway, when you feel that you need a short break and reset your brain, watch some sweet cats or doggies (or anything that you like) videos (ok, this one is controversial 🤔)**

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ADAPTED W/PERMISSION FROM
BERKMAN KLEIN CENTER GEEKS, "HOW TO WORK REMOTELY
AND STAY SANE" (MAR 26, 2020)

GENERAL

- EAT WELL, AVOID SNACKS, DRINK LOTS OF WATER
- TRY TO DRINK GREEN TEA INSTEAD OF COFFEE
[HTTPS://WWW.HEALTH.HARVARD.EDU/HEART-HEALTH/BREWING-EVIDENCE-FOR-TEAS-HEART-BENEFITS](https://www.health.harvard.edu/heart-health/brewing-evidence-for-teas-heart-benefits)
- SLEEP LONG (YOU HAVE MORE TIME NOW, DON'T WASTE IT FOR ANOTHER THE SAME NETFLIX SERIES), WAKE UP FAST, GET A SHOWER TO WAKE UP AND LEAVE YOUR PYJAMAS IN YOUR BEDROOM, CHANGE YOUR CLOTHES!
- SPEND MORE TIME WITH YOUR FAMILY/FLATMATES THAN BEFORE, BELIEVE ME, YOU NEED THIS

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ADAPTED W/PERMISSION FROM
BERKMAN KLEIN CENTER GEEKS, "HOW TO WORK REMOTELY
AND STAY SANE" (MAR 26, 2020)

COMMUNICATION AND CULTURE (1 OF 4)

- "WHOEVER IS LOOKING AT THE SLACK CHANNEL RIGHT NOW" ISN'T THE SAME AS "THE WHOLE TEAM"
- IF YOU MAKE DECISIONS VIA SLACK DISCUSSIONS WHENEVER THE ISSUE COMES TO MIND, YOU WILL EXCLUDE PEOPLE
- EXPECT THAT THINGS WILL TAKE LONGER; PLAN FOR IT
- WRITE UP DISCUSSION POINTS AND GIVE EVERYONE SOME TIME TO WEIGH IN, ALSO IN WRITING
- OR: SET UP A MEETING WITH A SPECIFIC GOAL, SO YOU KNOW ALL THE NEEDED STAKEHOLDERS WILL BE THERE
- SHARED CALENDARS AND INVITES MAKE THIS PROCESS SMOOTHER!

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ADAPTED W/PERMISSION FROM
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COMMUNICATION AND CULTURE (2 OF 4)

- **LEAVE A PAPER TRAIL -- WHATEVER MAKES SENSE IN THE CONTEXT OF YOUR TEAM. FOR EXAMPLE:**
 - **WRITE UP DECISIONS AND CIRCULATE BY EMAIL**
 - **DOCUMENT SOMETHING IN A WIKI OR SHARED DOCUMENT SPACE**
 - **HAVE A SHARED FOLDER WITH MEETING AGENDAS & RUNNING NOTES**
 - **LOTS OF WAYS TO DO THIS, AS LONG AS YOU DO DO IT**
 - **(SLACK IS NOT A GOOD PAPER TRAIL)**

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ADAPTED W/PERMISSION FROM
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COMMUNICATION AND CULTURE (3 OF 4)

- **DELIBERATELY PROMOTE WORKPLACE CULTURE:**
 - **OFF-TOPIC DISCUSSIONS ARE REALLY IMPORTANT (B/C THEY GIVE YOU THE CONNECTION & SENSE OF WARMTH YOU NEED TO BE ABLE TO HAVE DIFFICULT WORK DISCUSSIONS)**
 - **IT CAN FEEL WEIRD TO DELIBERATELY START SOMETHING NOT WORK-FOCUSED BUT IT REALLY HELPS**
 - **THEY HAPPEN NATURALLY IF YOU'RE FACE-TO-FACE (E.G. RUNNING INTO EACH OTHER IN THE KITCHEN) BUT THEY DON'T HAPPEN REMOTELY UNLESS YOU GO OUT OF YOUR WAY TO START THEM**

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COMMUNICATION AND CULTURE (4 OF 4)

- **TOOLS TO PROMOTE WORKPLACE CULTURE:**
 - #LUNCH SLACK CHANNEL AND ZOOM LUNCHES / MEETUPS
 - SHARE INTERESTING/FUNNY LINKS, DO POLLS, ETC. IN #RANDOM (OR IN YOUR TEAM CHANNELS IF APPROPRIATE)
- **BEING REMOTE TESTS YOUR COMMUNICATION SKILLS.**
 - BE PROACTIVE AND COMMUNICATE WITH COWORKERS EVEN WHEN IT'S NOT STRICTLY NECESSARY FROM A GETTING-WORK-DONE PERSPECTIVE.
 - PEOPLE DON'T NATURALLY THINK ABOUT OTHERS THAT ARE SILENTLY SITTING A THOUSAND MILES AWAY.

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ALL CLINICAL CHECK-IN

CLINICAL TEACHING AND PRACTICE: WORKING FROM HOME

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