



Business Continuity – Tips for Telecommuting Situational Awareness for the Remote Meeting

As the Irish saying goes, *“until we meet again, may God hold you in the palm of his hand”*. And until that time when we are in-person again, here are some thoughts for situational awareness when meeting remotely.

Considerations for Telecommuters

- Microphones can amplify ambient noise!
 - Silence the cell/tablet so that text alerts are not broadcast to the group.
 - Mute to prevent the “tap-tap” of keystrokes from being transmitted.
- Be cognizant of what is behind you when you are screen sharing:
 - Close doors to limit background distraction and create privacy (*Does the office really need to see your personal mementos and political affiliation on the refrigerator?*)
 - Consider lighting. When the sun is at your back, you may be able to see the screen; but are you just a blur to others?
- Consider potential interruptions in advance
 - Where should your pet should be when you are on calls?
 - Ask the doorman not to buzz-up but to hold the delivery for you.
- Household computing capacity is being stretched.
 - Remember in Business Continuity Planning, not everything is recovered at once, nor is it recovered to full capacity. Recognize there is stress in deciding what is the priority.
 - Each household’s priorities differ. Do your own assessment as multiple factions are asking for the same computing resources to do different jobs (e.g. the 3-year old’s video karate class, your spouse’s conference call, the high-schooler’s math quiz etc.)
 - Decide how best to balance in terms of what cultivates a “happier, less stressed environment” yet allows everyone to “do their job”
 - Prioritize accordingly, own the decision, and clearly communicate it

An Irish Blessing

May the road rise up to meet you.
May the wind always be at your back.
May the sun shine warm upon your face,
and rains fall soft upon your fields.
And until we meet again,
May God hold you in the palm of His hand.

May good luck be with you Wherever you go,
and your blessings outnumber the shamrocks that grow.
May your days be many and your troubles be few,
May all God’s blessings descend upon you,

May peace be within you, May your heart be strong,
May you find what you’re seeking wherever you roam.

May you have the hindsight to know where you’ve been
the foresight to know where you’re going
and the insight to know when you’re going too far.

Remember Attitude is Everything! Contact DonebyDunn to discuss further.