



Ath ens

Physical Distancing Can Create Impact

A brief guide on living & working from home!

CORONAVirus Outbreak may speed up the evolution of work and ultimately reshape multiple industries.

Currently many employees or freelancers are working from home. This trend has been going up during the last decades and isn't slowing down.

Covid pandemic is now urging businesses previously lacking in this area to reassess their processes and Infrastructures and re-imagine work from the home setting. Some of us are going 100% remote for the first time while others have been used in such a working format.

Most of the individuals who work remotely score higher in terms of happiness, productivity life-work balance & the feeling of trust at work.

The ultimate challenges at this unprecedented time are for employees to keep working effectively from home, for freelancers to find new ways of collaboration & networking and for almost everyone to gain more expertise & know how in a digital working environment.

IMPACT HUB ATHENS team dived into an extended pool of information regarding remote working trends and identified some key points that should be taken in mind so that we can tackle #social distancing and embrace a new (hopefully not permanent) lifestyle.

There are some **bold pros** in working from home as there are:

- No geographical barriers - discover new tech tools for online collaboration
- Flexible working hours
- Enhanced productivity
- Less stress

But also some challenges that are imposing a more innovative design.

In this guide Impact Hub Athens team gathered together some of the best tools, processes & ideas - To keep yourself working **happily remotely**.



WORKING PLACE

The place we work is a state of mind

In the last decades the idea of a strict working environment & a tight work schedule have been eroded as nowadays pretty much everyone is able to work from a preferable environment provided that they have access to WI-Fi or 4G, and equipped with a desktop, laptop, smartphone or tablet.

The actual deal for remote working is to create:
A healthy inspiring environment to keep you going.

Some tips:

- Find a quiet space within your home to avoid distractions
- Decorate it with posters, painted walls, plants etc
- Surround yourself with nature. Interaction with plants boosts your mood
- Find suitable office-like furniture
- Craft a calendar with breaks & leisure time
- Engage with one task at the time & prioritise your work assessments
- Donate - give a hand when you are working



TOOLS

- **Google Drive** Create born shared files with your coworkers, organize sub-drives & folders and give some structure to your working files
- **Workplace** Open threads, share files, photos, discussions & dedicated groups for specific tasks in a Facebook like environment. Workplace is similar to **Slack** but more familiar for facebook users
- **TeamViewer** Share your screen with partners, co-workers, collaborators or get tech support easily by an expert of your network
- **Zoom** Throw video calls, workshops & casual gatherings with numerous participants (ideal for 5+ participants)
- **BigBlueButton** An open source web conferencing system designed for online learning & discussion (ideal for >5 participants)
- **Miro** Online collaborative whiteboarding platform

& two newly released **knowledge sharing** platforms:

- **Skilmi** Platform for remote one-to-one office hours with experts and professionals. With Skilmi, corporates can develop remote on-the-job trainings and community support
- **Frames** Mobile builder powered for talks. Frames allows teachers, speakers, and content creators to create video talks, courses, and talkumentaries in the format of Stories



REMOTE WORK POLICY

A policy which outlines work schedule, perks & infrastructure holds an important role in creating a safe remote working environment.

Eligibility:

Match skills with position, think thoroughly the required work schedule for each position

Availability:

Outline availability & expectations

Responsiveness:

Define where and through which medium you are going to communicate.

Productivity measurement:

Define how to measure productivity, indicators may range from time spent on tasks to the amount of client interactions or to the number of tasks completed.



COMMUNICATION & INTERNAL SUSTAINABILITY

Community is a notion deeply imprinted in Impact Hub's DNA.

Open & frequent communications are highly helpful on an internal team level but also on the broader community & network level.

We organize **weekly team meetings** or discussions over some coffee and we **keep each other posted** on work but also personal issues using WhatsApp & Workplace

We stay **close to our community** through weekly online community events with special guests & keynote speakers who share their expertise with everyone on urgent matters!

We dive into helpful articles & joyful reads and we are doing our best to keep up with the current trends in business fields, self-development antidepressant techniques.

MINDFULNESS I

Stay Connected

Maintain social interaction with friends, peers & coworkers as it is good for the heart & the body. Set up a **challenge** with your friends. It can range from rap to dance, art or sketch and it will definitely keep you busy!

BUT Take some offline time

Engage in a physical activity, like cooking, cleaning, meditation & recharge away from the screen.

Let the dog out

Type No 6 on the state declaration message to get some time out of the house either with your dog, your cat or for personal slow exercise.

Here comes the sun or not

Enjoy some sun as it is seemingly killing a potential virus. If you are a night owl, late night walks are ideal.

New Knowledge

Learn some new skills to break out of the normality. From Sketching to 3d animation or philosophy. You can browse among nice modules on [SkillShare](#), [Udemy](#), [EdX](#), [FreeCourseLab](#) Listen to popular [podcasts](#) & read online books.



MINDFULNESS II

Work Out

Release Endorphins and feel better.

There is an abundance of home exercises available online or even live streams. Choose the one that fits you best and give it a try.

BREATHE DEEPLY & BOOST YOUR SYSTEM

Diaphragmatic Breathing is beneficial to everyone. It encourages oxygens exchange, it slows down heartbeat & stabilizes blood pressure. Learn how to do it [here](#).

Make your metabolism & your immune system run

* Eat loads of nuts

Give a hand to those who need it

Get involved in volunteering, join an online hackathon for good, run some errands for vulnerable groups or any small thing that crosses your mind.





WHAT's ON

HACKATHONS on a Global Scale - #Tech4Good

European Commission & many governments around Europe releases **fast track fundings** for researchers to develop rapid diagnostics to tackle Covid -19- View more [here](#)

Impact Hub Athens holds a series of online events & workshops via zoom every Wednesday of the month. Check the full agenda [here](#).

The **CoronaVirus Tech Handbook** is open for contribution. [Check it out](#)

Apply for the **European Culture of Solidarity Fund**. It is open to individuals, collectives and organisations from all sectors and civil society at large with initiatives and ideas. View the call [here](#)

A **Call for Creatives** to come up with "fresh, innovative content" that will address these "unprecedented times," and to help translate "critical public health messages" into "different cultures, communities and platforms" to help stop the spread of the virus. More [here](#)

The **Open Technologies Alliance (GFOSS)** initiated the action "Contributing to open source software from home". You can register [here](#).

[Amplifier](#) launches an emergency campaign and calls for artists globally to create messages and visuals in response to the COVID-19 outbreak.



FUTURE FORECASTS

There are some interesting social trends which reshape industries

Skift recognizes the rise of Experience Economy, Shopstreaming, Ambient wellness & open source solutions are existing trends which could give a hint to businesses on what's coming up next.

Get a thorough idea [here](#)



An article by **MIT** forecasts that social distancing is here to stay. Of course we will get out of our homes eventually but we are not going back to normal, events, concerts, restaurants cinemas will have to develop a #distancing policy & ensure safety.

Read more [here](#)



The **Event industry** is one of the most vulnerable at this time. Event Planners & Companies should react by changing priorities and incorporate sustainable values in their agenda.

Read more [here](#)



STAY INFORMED BUT CALM

- *View interactive graphics & up to date info regarding the Coronavirus or other current trends on [Visual Capitalist](#).*
- *Learn how to sanitize your groceries & shopping items by a very descriptive US doctor. Watch the video [here](#).*
- *Separate fact from fiction- European Commission suggests to tackle misinformation and [here](#) is how.*

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