

# Tips for Taking on an Interim Hybrid Role



A hybrid work schedule is becoming standard practice for many organizations. Here are a few tips to help prepare yourself for this new style of working.

1

**Clarify what days you will be expected in the office and clearly communicate whether you are in the office or at home each day.**

\*If you have a choice, take a thoughtful approach to picking which days you spend on site. Do not choose what is most convenient for you rather look at when are other team members will be in so that you can collaborate with them face to face—make the most of the in-person time.

2

**Make the most effective use of your time in office.** Are there resources/equipment you have in office that you don't have at home? Are there tasks you feel you are just more focused/efficient when you do them in office/at home? Take a look at the week, your schedule (in office/home) and projects/tasks on your plate and then come up with a big picture plan for the week and where/when you will tackle the things on your plate.

3

**Take advantage of working on-site to build relationships.**

Whether its scheduling in-person meetings or lunch with a colleague, when schedules allow, use your days in the office to connect and build on relationships with your team and others in the organization.

4

**Maintain a consistent level of communication and work output whether at home or on-site.**

It's important to let your team know what they should expect from communication and work product no matter whether you are in the office or virtual.

5

**Confirm COVID-19 protocols.**

What is the office's policy on vaccines and masks? What happens if you have been exposed to COVID in the office or if you test positive after being in the office? Make sure you know what the expectations are.