



COVID-19 update

The health and safety of staff and clients is our top priority

2 April 2020

Working remotely

Working from home is presenting us all with new challenges and opportunities.

By not being in our normal workspaces, we now have an amazing opportunity to focus our efforts on our online library audiences, and experiment with the way we deliver our services, building new audiences as we go. This might mean a change for what you work on day-to-day.

How we work has also changed. The internet is buzzing with working from home tips and good planning has emerged as the key to remote working success. Some of you may already have fallen into a smooth rhythm of completing your work, conducting virtual team meetings and having your regular one-on-ones with your People Leader. But if you haven't, a new tool is available to help you track your achievements and time.

Feedback from staff is that time really does fly when working remotely, so this tool might help you to understand the refocused priorities of State Library, plan your fortnight ahead, and then to reflect and celebrate your achievements at the end of the fortnight when you meet with your People Leader.

Using a Remote Work Plan

The Remote Work Plan was developed to help you review and agree changing priorities, and support how you allocate your work time. It will also help you stay connected with your People Leader while working from home. A little time planning will go a long way to helping you guide your work from home.

1. [Download the template](#) and save it to a Remote Work Plans folder somewhere easy to access.
2. Spend 15 minutes or so at the end of each fortnight considering what you need to prioritise (your PPP will help with this) and add it to your work plan along with some estimates of how much time you'll spend on each task.
3. Agree on your plan with your People Leader during your regular catch up.
4. Keep track of your time over the course of the fortnight using your work plan as a guide, documenting your achievements.

5. Celebrate your productivity at the end of the fortnight and draft a new work plan. Use your plans as an agenda for your one-on-one catchups with your People Leader.

Is it right for me?

Your People Leader and Executive Director will provide guidance on their expectations around work plans. The plan template is designed to be flexible and meet each team's unique needs. It can also make completion of your PPP final review as straightforward as copy and paste.

You can even use a free time tool like Jiffy ([iOS](#) / [Android](#)) to help you stay on track, or [learn tips from the pros at Lynda.com](#).

The world has changed ... so should your PPP!

If you haven't completed your 2019-20 PPP mid-cycle review, now is the perfect time. Check in with your People Leader to confirm what's relevant for the remainder of the financial year and to determine what you will no longer work on. This will also ensure we are continuing to deliver for our clients through this time of uncertainty.

Here's Tyler from People, Projects and Learning talking about remaining agile with your Personal Performance Plan and using the Remote Work Plan. [Watch here](#).