

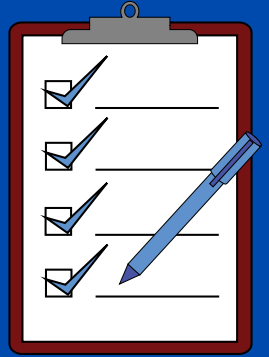
VIRTUAL REALITY

How to Make Working Remotely a Success

TIPS FROM MBI REMOTE EMPLOYEES

MAINTAIN WORK- LIFE BALANCE

- Keep a schedule - be open to adjusting your schedule to fit your new normal.
- Get ready for work each day - establish a routine that helps you focus.
- Prioritize with a to-do list.
- Identify and eliminate distractions.
- Each day, decide when your day will end. Stick to it!
- Take breaks.
- Find a creative way to signal availability to colleagues and to family or friends to help keep the boundaries clear between work and home.



EMBRACE THE SEASON OF WORKING REMOTELY

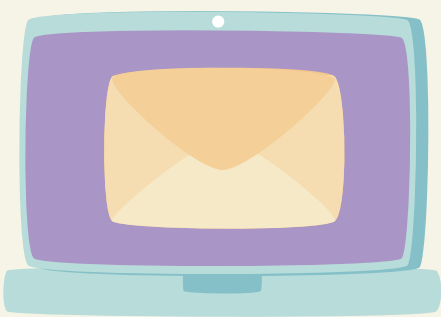
- Consult Moody's telecommuting policy in the EIG.
- No Commute= Found time!
- Maximize flexibility with the ability to tailor your schedule.
- Enjoy healthy breakfasts and lunches at home.

WELLNESS

- Stay active! Choose a fun home workout or other activities that keep you moving!
- Choose healthy snacks.



OPTIMIZING TEAM COMMUNICATION



- Don't let e-mail rule your day! Instead, schedule time to respond to colleagues.
- Keep an organized inbox.
- Learn the best communication styles for communicating up and down on your team.
- Signal your preferred communication style and your availability to manage your colleagues' expectations.
- Leverage the right technology for each type of communication.

BROUGHT TO YOU BY ENVISION

Our vision is to engage, equip, and empower the women at Moody Bible Institute to be Christ-like, to grow spiritually and professionally, and to be productive contributors to the workplace.