

Experience Building: Working Virtually

Communication

It is important that you continuously work to keep open channels of communication with your team through videoconferencing software like Zoom and Microsoft Teams. Ask for help. Share ideas. Touch base.



Connection: Think about how you communicated with your team during group projects. Which ways of communicating worked best for you? Apply everything you learned about communication styles to new projects you are working on now.

Time Management

Managing your time is essential when working from home. Prepare meals ahead of time and follow your usual work schedule. If you're in a shared space, plan your schedule with others to avoid interruptions.



Connection: During the semester, you had to balance school, family, a job and student clubs obligations. What methods do you use to manage your time?

Self-Motivation

Working from home involves pushing yourself to complete tasks. Motivate yourself by wearing clean, comfortable clothes and sitting ergonomically. Find a quiet area to work, put on headphones and listen to energizing music while you work.



Connection: At your part-time job, you are often given independence to complete tasks on your own. What motivated you to do your best work when your boss wasn't watching? Use your passion for excellence to stay interested in your tasks.

Organization

When working from home, the task of organization falls to you. This can include stocking up your desk with everything you need for the day, decluttering your space, keeping to-do lists and staying on top of emails.



Connection: When volunteering for student clubs, you had to keep track of posters and papers. How did you ensure club supplies were always kept safe and organized?

Computer Skills

You will heavily rely on computer software to get your work done. Talk to your boss about the best software to use and search for video tutorials to become comfortable with using the new programs.



Connection: Professors are always bringing new technology into the classroom. How did you integrate those new resources into your learning? Apply your adaptability to new computer programs you need to succeed in other situations.

