

HOW-TO GUIDE

9 ways to adapt to the new world of work

People Solutions

According to the latest [Mental Health Index](#): U.S. Worker Edition from Total Brain, between November and December there was a 48% increase in the risk of depression, a risk level not seen since this past spring. Further, employees' focus dropped 62%, a record low since the inception of the research in February 2020. While remote working has its benefits, some significant changes need to be considered for this style of working to be sustainable.

Check out these nine things to stop, start, and strive for in order to adapt and succeed in the new world of work.

Stop

- **Scheduling meetings for 60 or 30 minutes.** Try [15-minute meetings](#) that include an agenda with actionable items for discussion.
- **Accepting meetings outside of your work hours.** [Set boundaries](#) and then clearly communicate them.
- **Feeling guilty about prioritizing personal and vacation time.** Plan a [guilt-free vacation](#)—and enjoy it.

Start

- **Blocking your calendar.** Try using [time blocking](#) to be more focused and productive. The average employee is getting interrupted [50 to 60 times per day](#), and about 80% of these interruptions are unimportant.

Rethink what you think you know. The goal is to be productive and mindful of priorities at work and in life.

- **Prioritizing meetings you really need to attend.** Explore the [Driver-Approver-Contributor-Informed \(DACI\)](#) decision-making framework, and try out ways to assign or take on specific roles in your team when it comes to group decisions.
- **Taking regular breaks, including walks.** Research shows that when you do a [walking meeting](#), people report higher satisfaction and even more creativity.

Strive

- **To find ways your teams can [work asynchronously](#).** Improve communication with tools and strategies to empower your people to manage their own time.
- **To be present during calls.** Give your full attention to the person on the other side of the screen and [avoid other virtual meeting landmines](#).
- **To think mobile.** Reimagine current processes and find ways to make them mobile, even for areas that didn't see possible, like [managing payroll](#).

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