



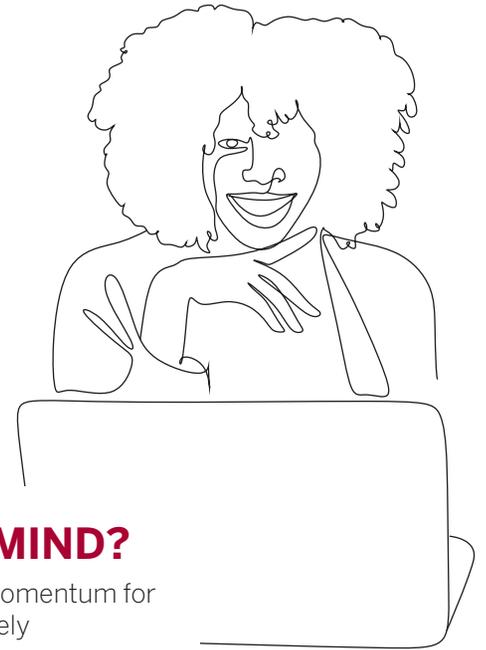
**KELLEY SCHOOL OF BUSINESS**  
GO FROM MOMENT TO MOMENTUM

# OFF-SITE, **OUT OF MIND?**



How to stay relevant  
and build momentum  
for your career while  
working remotely

A workbook for attendees of the  
**2021 Indiana Conference for Women**



## OFF-SITE, **OUT OF MIND?**

How to stay relevant and build momentum for your career while working remotely

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# OFF-SITE, OUT OF MIND?

How to stay relevant and build momentum for your career while working remotely

The COVID-19 pandemic has undoubtedly affected the way we work. It was relatively easy to stay connected when everyone was working remotely. Now many professionals are returning to the workplace in some format, and the divide between those working in the office and those working remotely has the potential to grow—especially for women.

Being visible at work is important to career success. Being “seen” leads to more invitations to decision-making meetings and high-profile events, as well as deserved recognition. In a recent survey of 400 working women, Deloitte found that nearly 7 of 10 women who experienced negative shifts in their routine as a result of the COVID-19 pandemic believe their career progression will slow down.

How can you adapt—and thrive—in this new work reality?

How can you use the skills you’ve gained and prevent a career setback?

How can you stay visible, even while working remotely?

It starts with reflection and a thoughtful assessment of your values and goals. We’ve provided a “visibility guide” to get you there.

**82%** of women surveyed said their lives had been **negatively disrupted** by the pandemic

**70%** of women surveyed experienced disruptions and are concerned their **career growth may be limited** as a result

Source: Deloitte survey, “Understanding the Pandemic’s Impact on Working Women”

## VISIBILITY GUIDE

### 1. Self-assessment

Take a few minutes to reflect on the pandemic and your career. Did you enjoy working from home? What, if anything, did you miss about the office? What surprised you? Jot down what you liked and disliked about remote work.

What I like about remote work:

What I dislike about remote work:

Think about your skills. What skills did you develop while working remotely? What skills were you more likely to use in person?

Skills I use while working remotely:

Skills I use while working in person:

When we experience change, we often learn something new about ourselves and our values. What internal values about work have you discovered? This could be about work-life balance, in-person relationships, etc.

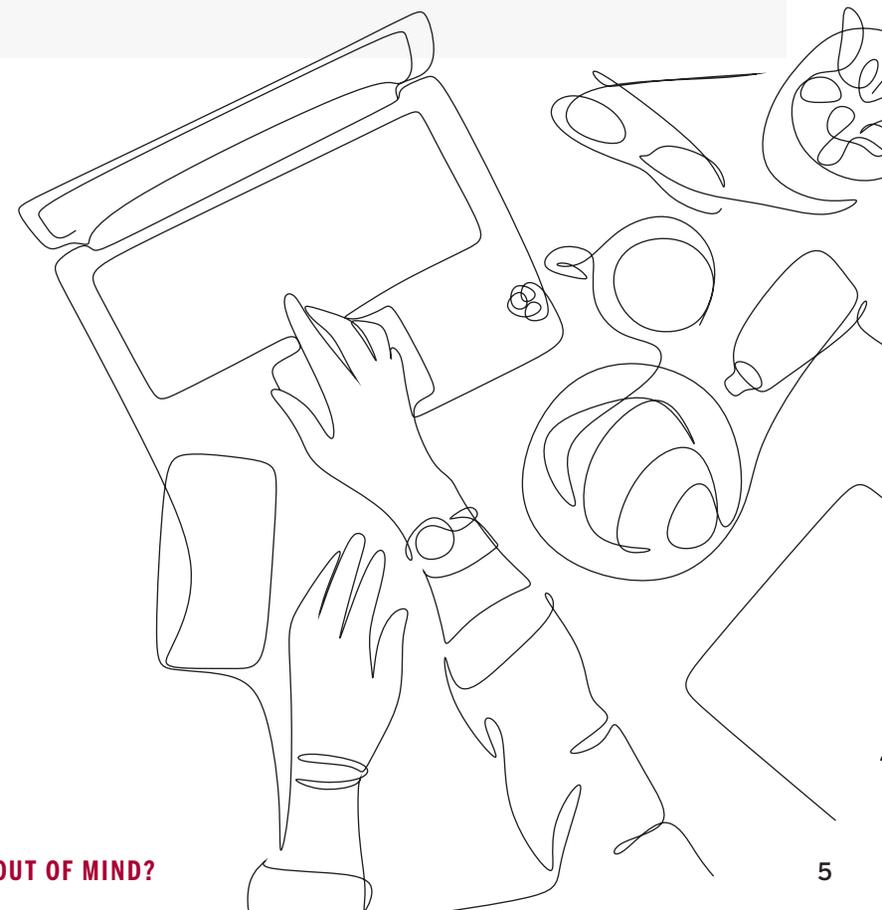
**My internal work values:**

Honoring your values will allow you the space and mindset to continue to enjoy your work. How can you continue to honor those values in your current work environment? If you feel your values cannot be honored, it might be time to have a discussion with your supervisor or consider new paths.

**How can I still honor my work values?**

Consider your top skills. What skills do you need to be successful in your current role? If you are working remotely part or full time, what skills do you need to use more or develop to achieve success?

**Skills to help me achieve success:**



## 2. Gain face time

Whether you're remote, hybrid, or in-office, you must stay visible. If you're not in the office, it's harder for your colleagues and supervisors to really see what you're doing—and you're less likely to get important feedback and recognition.

**Focus on face-to-face (in-person or virtual) communication.** Studies show that people who have more face time with their managers get better work assignments and are more likely to earn promotions. This takes effort, especially for remote workers. It could mean turning your camera on during virtual meetings or scheduling regular virtual check-ins with members of your team. Think about how you can create connectedness and earn more face time.

**Ways I can increase face time with coworkers and supervisors:**

## 3. Communicate frequently

How often do you communicate with your team and manager? Frequent communication keeps you and your efforts top of mind. Develop a plan to communicate regularly with your coworkers, supervisors, and/or clients/stakeholders.

**How and when I communicate with ...**

**Coworkers:**

**Supervisors:**

**Clients/stakeholders:**

#### 4. Showcase availability

Can your teammates depend on you? Are you approachable and available during business hours? Keep your virtual office door open as much as possible, allowing people to drop in for conversations or comments on current projects. Make sure your working hours are clearly communicated and respect your team members' schedules, too.

**Ways I can communicate availability:**

#### 5. Connect and have fun

When people get busy, they often forgo virtual social interactions because those interactions take time. This can create a disconnect between team members and cause other areas of communication to break down as well. How often are you and your team virtually socializing? Are you connecting on a regular basis? Think about how you can replicate those natural hallway conversations that happen organically when you're in the office.

**Ways I can help create virtual social moments:**

#### 6. Set visibility goals

Work with your manager to set monthly goals for building your strategic visibility. What are some goals you can set now? For example, you might schedule monthly check-ins with your teammates and supervisors, or work with your team to plan monthly virtual or in-person social activities.

**My visibility goals...**

**1 month:**

**3 months:**

**6 months:**

## 7. Provide extra recognition

Never leave a virtual connection effort unacknowledged. Everyone needs to know that their work is seen and appreciated, so make sure your team is up to date on any progress and accomplishments you (and they) have been working on. In return, make sure you recognize the work of your team.

**How I can support my teammates and recognize their efforts:**



# MANAGER'S GUIDE

## What can you do to help women advance post-pandemic?

Women have always faced difficulties in balancing home and work responsibilities. The pandemic created new challenges for caregivers, and those issues haven't disappeared. As someone leading women employees, you can implement steps to support women, their well-being, and their career advancement.

These six key steps are outlined in the Deloitte survey, "Understanding the Pandemic's Impact on Working Women":

### 1. Normalize flexible work

Employers cannot ignore the importance of flexible work arrangements—retention and promotion depend on it. Work-life balance is cited as the biggest concern when it comes to future career progression. Employers can provide more flexible work options to support their employees and how they want to work. This isn't limited to working from home; it should include work arrangements that allow the employee to define a manageable work-life balance that benefits the business. It's up to managers to create a culture that supports a variety of work arrangements for the company's employees—without fear of career penalty.

### 2. Lead with empathy and trust

Leaders must be willing to have open and supportive conversations with their teams. According to the Deloitte survey, 44% of employees would like to have regular and deliberate check-ins with managers who genuinely care if they are OK. Leading with empathy promotes an open culture that builds trust between employers and employees.

### 3. Promote networking, mentorship, and sponsorship

Ensure that this is done in ways and at times that accommodate different schedules and needs. Nearly half of the surveyed women cited access to these conversations as beneficial to their careers.



## What's next?

What you learned about advancing your career in today's session is just the beginning. This is your moment to begin to imagine new possibilities for yourself and find your own true success. With the Kelley School of Business, you can transform this moment into lasting career momentum.

### Learn more about programs offered by the top-ranked Kelley School of Business:

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