

The Office of Diversity, Equity & Belonging
*The Intersections of Diversity, Equity & Belonging in the Wake of
Covid-19*

Staying Connected in a Virtual World
Guest Speaker: Caroline Dowd-Higgins

Remote Work 101

- Honor a schedule
- Create a designated workspace
- Eat lunch *away* from your desk
- Rest your eyes from screen time
- Honor your body – stretch; don't sit too much; be aware of your desk/chair set-up
- Set boundaries – we teach people how to treat us with our behavior

Zoom Palooza – Setting the Stage

- Create a meeting agenda – honor the need for process time
- Camera on, or off?
- Honor the Introverts and the Extraverts
- Breaks are essential for concentration and focus
- Pro-Tips for best visuals: lighting, posture, virtual backgrounds, sound

Keep it Real

- Give grace: pet and kid interruptions, doorbells, tech snafus, etc.
- Have some fun and keep your sense of humor – virtual dance party, happy hours, etc.
- Try a phone call instead of Zoom for variety
- Be resilient in this time of constant change

Single Task

- Don't fall prey to *doing it all*
- Work smarter, not harder
- Be a high achiever – not a work-a-holic
- Honor your brain by doing one thing at a time

Nurture Your Network

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- Reach out and check-in with others
- Share *Happy News* updates
- Grow your network - LinkedIn, referrals, colleagues, etc.
- Create or curate content for LinkedIn, comment, share – engage the algorithm!
- Ask for advice, or help. It's ok.
- How can I help you? Pay-it-forward

Be Seen and Heard

- Make an impact – stay relevant and top of mind
- Be a solution provider
- What do you want people to say about you when you are not in the room?
- Keep collaborating to strengthen relationships and teams

Resources to Empower You for Success

Books

[Find Your Voice: The Secret to Talking with Confidence in Any Situation](#) by Caroline Goyder

[Single-tasking: Get More Done One Thing at a Time](#) by Devora Zack

Articles

[Zoom Fatigue is Taxing the Brain](#) by Julia Sklar

[Using Humor to Manage Stress and Stay Positive](#) by Andie Kramer

[Quarantine Fatigue is Real](#) by Julia Marcus

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[4 Key Elements of Resilience](#) by Martha Beck

[The Office as We Knew It Isn't Coming Back Anytime Soon. Maybe It's Changed Forever](#) by Uri Berliner of NPR

[Biggest Challenges for Employees Working from Home](#) by Matthew Riccio

Caroline Dowd-Higgins is the Vice President of Career Coaching and Employer Connections for the Ivy Tech Community College system where she is leading and implementing a transformative career development and workforce movement for students and employers on 18 campuses in Indiana. Previously, Dowd-Higgins stood up a Career & Professional Development venture at the Indiana University Alumni Association serving IU alumni around the world with career and executive coaching and organizational development training. With 20 years of career and professional development experience in higher education, Dowd-Higgins authored the book and maintains the blog: *This Is Not the Career I Ordered*® (now in the 2nd edition and translated into Chinese) which showcases her savvy professional development advice and individuals who are thriving after a career transition or reinvention. Caroline writes for: *Medium*, *Huffington Post*, *Ellevest Network*, *Thrive Global*, and a column for *The Chronicle* newspaper in Indiana.

A sought-after public speaker and executive coach, Caroline is a member of the National Speakers Association and the International Coach Federation and presents to audiences globally. Her podcast, *Your Working Life* was awarded one of the *Best Career Podcasts* of 2017, 2018 and 2019 and is available on iTunes and SoundCloud. She hosts an online video series with Pro-Tip wisdom about life and career on YouTube. Her TEDxWomen talk about reframing failure and defining success on your own terms is available on YouTube. <https://carolinedowdhiggins.com>

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