

NESPRESSO[®]
PROFESSIONAL

OWN YOUR WORKING DAY
YOUR WAY





Employee working habits have changed considerably over the last year, with many businesses now promoting greater freedom and flexibility over where, how and when employees fulfil their responsibilities. Both the remote and office environments come with their fair share of drawbacks. Without the structure and collaboration offered in the office, employees may be unable to realise their full potential. Equally, after spending so much time working flexibly in a remote environment, many may find that the restrictions of the office constrain their creativity.

So, how can you get the best of both worlds, and help your colleagues to do the same?

At **Nespresso**[®] Professional, we've pulled together our top tips to help you better manage your time, your relationships and your workload – **no matter where you're working...**



HOW TO: MANAGE YOUR TIME



Whether you're working remotely or back in the office, managing your time wisely can not only improve your work-life balance, but **it will also help you to achieve your goals faster and more easily.**



STAY CONSCIOUS OF FRAGMENTED TIME

Throughout your workday, it's probable that you have small pockets of 15-to-30-minute periods of free time between scheduled meetings. This is known as 'fragmented time', and the amount of it in your schedule has likely only increased while working remotely. In fact, within the first three weeks of the UK's lockdown, **calendar management company Clockwise saw a 17% increase in the amount of fragmented time per person per week.**¹ Because these windows of time are so small, it's challenging to use them productively, and unfortunately, the time is often wasted.

So, what can you do to tackle this? Start by taking more control over the meetings in your schedule. Rather than passively accepting every invitation, put a limit on the number of meetings you attend in one day, and reschedule those that would leave you with many pockets of fragmented time throughout the day.



SCHEDULE BREAKS & SET BOUNDARIES

When working remotely, it's easy to feel like you need to be chained to your laptop all day – just in case somebody calls. **But this can have an impact on your mental and physical health.**² To prevent this, schedule regular screen breaks throughout the day, and let your team know in advance when you're going to be unavailable. Whilst the sun is shining, you could also take your coffee break outside, as the latest research suggests that connecting with nature could boost your attention span, which in turn could help productivity and wellbeing.³



HOW TO: MANAGE YOUR WORKLOAD



The key to a balanced day is workload management. Well managed workloads can help create a healthy working environment, helping you to identify urgent tasks and manage your day effectively, minimising stress and frustrations.



HOW TO: MANAGE YOUR WORKLOAD



 Hypercontext


STAMPLI

SIMPLIFY MEETINGS WITH HYPERCONTEXT

With this app, you and your colleagues can collaborate on meeting agendas, ensuring everyone knows what the meeting is about before it starts. The app integrates with a variety of platforms, **helping you to streamline processes and make the most of every meeting.**⁴

ELIMINATE SILOS WITH STAMPLI

Stampli uses machine learning to streamline the entire financial approval process. The AI reviews the data of previous invoices, purchase orders, and more. Once the data is confirmed, employees can handle approval requests in the platform so that everything is documented in one place.⁵

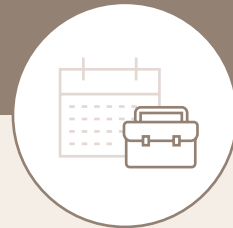
 socialtables

STREAMLINE EMPLOYEE CHECK INS WITH SOCIAL TABLES CHECK-IN

This app is a tried and tested check-in app with minimal set-up required. **Despite its simplicity, this app is robust enough to handle any check-in requirement, regardless of how complex this process may be.** Although this app was created for events and conferences, it could also be ideal in your office, to allow employees to self-check-in with ease and allow you to track how many people are on premises at any one time.⁶



HOW TO: PLAN YOUR HYBRID WORKING SCHEDULE



Your optimal balance between remote and in-office work will be specific to you and your situation. When deciding when it is best to work remotely or go into the office, consider how each environment will affect your productivity, opportunity, social engagements, work-life balance and personal commitments.⁷

HOW TO: PLAN YOUR HYBRID WORKING SCHEDULE



SCHEDULE TO HELP PRODUCTIVITY

Consider which job duties are best completed in the office vs remotely. For example, you should consider completing focused work at home, such as financial reports, writing or other tasks that required sustained attention. Whereas, problem solving tasks, innovative and collaborative sessions should be completed face to face in the office.

WORK-LIFE BALANCE

Establish an equilibrium between work and home.

When setting up your hybrid schedule, consider how work and home life can exist side by side, how personal commitments such as family, caretaking duties, hobbies and pets slot in with your working day. Consider how adopting a flexible schedule can impact your working day, starting your work day earlier/later to allow for the school drop off, or maybe working remotely on a specific day of the week so you can get to gym in good time.



HOW TO: WORK WITH DIFFERENT PERSONALITIES



Whether you need to improve your management skills, or you simply want to build better connections with your colleagues, **understanding the way that the hybrid working model impacts different personality types will help you to optimise your working relationships.** Below, we provide an overview of different personality types from the Myers Briggs assessment, and reveal how you can help individuals with these traits to adapt to remote and office environments⁸...



EXTROVERTS

Individuals who are high in extraversion tend to prefer busy working environments with lots of opportunities to connect with colleagues – making the office the ideal place for them. If they are working remotely, they'll need frequent opportunities to collaborate via video conferencing software.



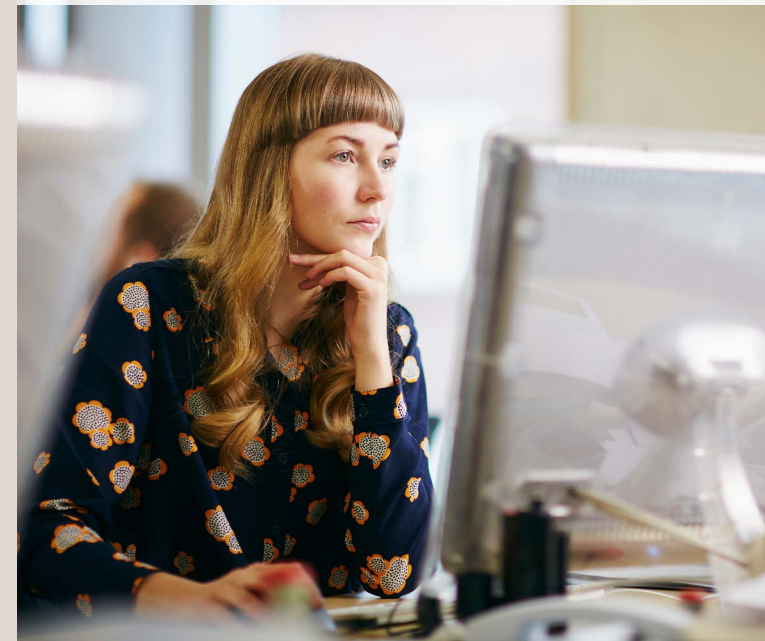
INTROVERTS

Those who are high in introversion prefer to work in quiet environments and enjoy spending time alone – meaning they are best suited to remote working environments. If they are in the office, they'll need peaceful spaces away from the open plan environment to relax and recharge.



JUDGERS

People with a judging preference are highly organised and can be unsettled by sudden changes to their routine. To adapt to change comfortably, they require as much notice as possible of any upcoming adjustments to their routine, and support in getting into a new routine as soon as they can.



HOW TO: WORK WITH DIFFERENT PERSONALITIES



PERCEIVERS

Perceivers are suited to the hybrid working model, as they enjoy the flexibility offered by remote work, but are demotivated by strict routines. Going into the office on a regular basis means they get the best of both worlds – and they're even happier when they can get outside and enjoy the sunshine.



STABILISERS

Stabilisers thrive when they have opportunities to collaborate, which is why they achieve their best work in the office. When working remotely, they respond well to clear instruction and best practices to foster structure in their workday, as well as smaller groups for virtual meetings⁹.



SOCIALITES

Socialites are (as the name suggests) highly social individuals, making the office their ideal working environment. When working remotely, they require frequent communication through regularly scheduled meetings, as well as ad hoc calls with colleagues to collaborate or brainstorm⁹.

MAKE EVERY MOMENT COUNT WITH NESPRESSO® PROFESSIONAL

At **Nespresso®** Professional, we have a range of machines to suit different working environments, and whether that's office based or remote working, we can provide an indulgent coffee moment for every one of your employees. Our Momento Coffee and Milk machines are ideal for the office environment, and with touchless technology, your people can begin the brewing process without touching the screen, providing a meaningful coffee moment whilst reducing touch points.

Our Zenius machine is compact, making it ideal for your home working employees. This fast and efficient machine provides exceptional coffee at the touch of a button.

To find out more about our coffee point bundle offers, contact your sales representative

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or call

[0808 100 8844](tel:08081008844)

to speak with a member of our expert team.



Sources:

¹Forbes | ²Business 2 Community | ³The Conversation | ⁴Hypercontext | ⁵Forbes | ⁶Social Tables | ⁷The Muse | ⁸HRD Connect | ⁹The Enterprisers Project