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Activities at Home

Create the Ultimate Remote Working Setup

1. Getting Set Up for Remote Work

Time Management: Work from Home [Library Card Required to Register]

<https://www.lynda.com/Business-Software-tutorials/Time-Management-Working-from-Home/636108-2.html?org=friscolibrary.com>

This Lynda class is presented by productivity expert Dave Crenshaw who offers best practices for anyone who works full-time or occasionally from home. He hits all the essentials from computer setup, crafting daily routines, collaborating with coworkers, avoiding burnout, the essentials of productive virtual meetings. He even offers advice for professionals who are also parents and caregivers who have to balance those personal and professional responsibilities at home.

Working Remotely [Library Card Required to Register]

<https://www.lynda.com/Business-Skills-tutorials/Working-Remotely/363226-2.html?org=friscolibrary.com>

Here are the essentials on how to create a productive work environment at home. Once your workspace is established, expert Todd Dewet shares his best practices for staying in touch with your team. He also addresses the most common challenges encountered by remote workers: feeling isolated, navigating office politics from afar, and communicating virtually.

Online Articles:

[Want to look smart? Try a Credibility Bookshelf](#) – The Hustle article published May 4, 2020

[The 7 Tools Every Remote Team Needs](#) – Forbes article published June 26, 2020

[How to Start a New Job During a Pandemic](#) – New York Times article published August 17, 2020 *

[The Buy Nothing Home Office](#) – New York Times article published April 15, 2020 *

* **New York Times** Access via Frisco Public Library: [Get Access](#)

2. Get Up to Speed with the Software

Zoom [Library Card Required to Register]

<https://www.lynda.com/Zoom-tutorials/Learning-Zoom/2800328-2.html?org=friscolibrary.com>

Even if your office isn't using it, you'll eventually work with another organization or individual who uses it exclusively. Learn how shows how to schedule, moderate, and participate in Zoom meetings set up by others and how to set up your own webinars and meetings. This is the same class featured in *Forbes* and *Entrepreneur* magazines.

Microsoft Teams [Library Card Required to Register]

<https://www.lynda.com/Microsoft-Teams-tutorials/Microsoft-Teams-Essential-Training/2255003-2.html?org=friscolibrary.com>

This is class cover all the essentials of Microsoft Teams to take you from noob to power user. The class topics includes communicating effectively, organizing teams, creating conversations, scheduling and starting video meetings, sharing files, settings and customization, and working with the mobile app.

Once you are up to speed keep picking up the latest tips and tricks on using Teams! New tricks and tips come out weekly in beautiful bite-sized videos.

<https://www.lynda.com/Microsoft-Teams-tutorials/Microsoft-Teams-Tips-Weekly/2838145-2.html?org=friscolibrary.com>

3. Managing Effectively and Remotely

Managing Virtual Teams [Library Card Required to Register]

<https://www.lynda.com/Business-tutorials/Managing-Virtual-Teams/5028615-2.html?org=friscolibrary.com>

Managing effectively with a remote working team is a challenge. This course provides you with a clear approach for getting the most out of remote teams. The content will focus in on the key factors that will ensure productivity, engagement, and growth. It also clarifies a manager's role in building trust, removing roadblocks, nurturing connections with team members, and setting clear goals in a remote working environment.

Managing Projects in Microsoft Teams [Library Card Required to Register]

<https://www.lynda.com/Teams-tutorials/Managing-Projects-Microsoft-Teams/2824377-2.html?org=friscolibrary.com>

Microsoft Certified Trainer, Microsoft MVP, and project manager Heather Severino walks through everything you need to know to manage small- to medium-sized projects in Teams as well as Teams connections with SharePoint.