



Out of Office: Tools, Team, and Togetherness for WFH

Tuesday, March 31, 2020
1:00–2:00 pm ET

Speakers:

Eamonn Hutton, ASLA
Senior Landscape Architect
Agency Landscape + Planning

Nina Chase, ASLA
Principal
Merritt Chase

Jessalyn L. Jarest, ASLA
Principal
COLLAB + JJLA

Tools

Sketching

[Adobe Sketch](#) or [Adobe Draw](#) - can use on mobile devices

[Zoom](#) - Meeting participants can use [annotation tools](#) on a shared screen.

Tips:

- allows team members to actively draw together
- take screenshots of drawings for archives
- draw with different colors (assign a color to each team member)
- good for high level, conceptual sketches
- host can clear drawings and save all annotations on the screen as a screenshot. The screenshot is saved to the local recording location.

[Surface Pro](#) or [iPad](#) w/ a pen are VERY helpful for these sketching platforms

[Morpholio Trace](#) - allows for more precision than Zoom annotation tools

Redlining

[Photoshop](#), [Illustrator](#), [Zoom](#) meeting (annotate), [Bluebeam](#) (downside: no longer compatible with Mac)

Team

Platforms to stay connected with teams and clients

Online meeting platforms: [Zoom](#), [Microsoft Teams](#), [WebEx](#), [Slack](#), [Skype](#), [GoToMeeting](#)

Structure

Build structure into your day and still allow for flexibility

Establish recurring team meetings (examples):

Fixed weekly team call



Fixed weekly project manager call
Fixed daily principal call
Set aside days for full-time project work (helps to set boundaries)
Keep days of the week for meetings (ex: Tues, Thurs), although this may need to change week to week.

Communication

Team members need to consider formal and informal communication
(email/video conferencing = formal, chat/phone call = informal)
Find a comfort level across staff to determine how to use both forms of communication and establish standards.

Tips:

Quickly start an [instant meeting](#) in Zoom without having to schedule in advance

Google chat is also easy to use for impromptu video sharing
Set protocol and expectations for response time to clients and colleagues

Togetherhness

- Try to build routine into your day to get back to a sense of consistency and schedule.
- Stay connected to your professional networks - through local ASLA chapters, ASLA Professional Practice Networks, current or former colleagues.
- Communicate your needs for help with your colleagues.
- Limit the number of times you check the news each day.
- Ensure to take time to wind down the day and take time for yourself.
- Structure your day and expectations for your family. We're all trying to do our best!
- Be honest in your response time with clients and coworkers.
- Do your best to understand the needs of each team member (specifically non-work stressors).