Out of Office: Tools, Team, and Togetherness for WFH
Tuesday, March 31, 2020
1:00–2:00 pm ET

Speakers:
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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 that 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

Togetherness
- 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).