

Making flexibility a success



Working flexibly – such as working away from the office or adjusting your start and finish times – involves good communication, some forward planning and making technology work for you.

Flexible work may not be suitable for everyone's role, but it is an increasing part of most workplaces and has benefits for both employers and employees. It's worthwhile considering if it can work for you.

Talk with your manager

Talk with your manager about how you think working more flexibly could work for you and your role. This could include occasional or regular changes to where or when you work. Once you have an agreed approach, confirm this in an email and then test it out. Talk with your manager about how it worked and make any tweaks.

Coordinate across your team

- Coordinate with your team to ensure you provide coverage to customers, clients and stakeholders.
- Agree when and where each of you will be working so you know how to contact each other.
- Get your team to mark in their calendars where they'll be when and how to be contacted.
- Set up strategies and use cloud-based tools to help you collaborate remotely.

Changing where you work

- Arrange a dedicated and WHS compliant work space to minimise distractions.
- Ensure you have access to email, files and folders that you will need to work effectively away from the office. Speak to your IT support if you need help.
- Stay in touch, if you can't drop by someone's desk a quick phone call goes a long way.
- Set up teleconferences for longer discussions about specific topics.
- Ensure ahead of time that you have teleconference or video conference facilities for any meetings you need to participate in.
- Use schedules and to-do lists to stay on track – save tasks that require planning and concentration for when you're away from the office.
- Report back on your outputs to demonstrate you are achieving results.

Changing when you work

- Let your colleagues know about your usual hours and availability (either in the office or online).
- Turn on your 'out of office' when you leave for the day and use it to communicate your changed working hours.
- Use your calendar to show your availability and plan meetings accordingly.
- Reserve solid blocks of time at the beginning or end of each day to complete tasks without interruption.