



Monday Monday

Connecting the Dots with Karen Kaplowitz



*Helping you create and reinforce the habits of successful career building,
gleaned from my work as a business development strategist, trainer and coach*

Volume 16, Issue 18

August 29, 2022

The Hybrid Life: Tuesdays, Wednesdays, and Thursdays

Are you ready for new post-Covid, hybrid routines this Fall? We will all have to develop new protocols and etiquette around scheduling in-person meetings. Tuesdays, Wednesdays, and Thursdays will be most popular and most in demand. With in-person meetings concentrated on Tuesdays, Wednesdays, and Thursdays, there will also be more conflicts. Here are some suggestions for transitioning back to the office:

- Take advantage of every opportunity for in-person interaction. If you are visiting another office of your firm, set aside time to see as many people as possible. If you are meeting at a client's facility, let your contacts know who else you would appreciate seeing while you are there. If you are attending a firm conference, organize meetings with other lawyers with whom you share clients.
- For each of your teams, poll each member on their preferences for meetings and calls. You will endear yourself to team members if you factor in their commuting schedules and family responsibilities whenever possible.
- If you haven't recently done so, poll everyone with whom you interact on their preferred mode of communication: email, voicemail, text, or other collaboration tools and understand what is ok to communicate through their assistants.
- Continue to create as much flexibility for people to attend meetings virtually if necessary.
- Consider more options to update people who miss important meetings. Organizations often offer options to replay presentations or training sessions after they are offered live. Are you leading other meetings which could be recorded for people who could not attend?
- If you are a team leader or a project leader, let your team know when you will be available in person or by phone or zoom to touch base. Consider setting a fixed time each week for "office hours".
- Consider convening a regular group at a convenient time to stay connected to people of interest to you who would also appreciate networking with each other.

When Covid forced us to shift to remote work in 2020, we were all challenged in the same way. Accommodating fewer days in the office and a much wider variety of schedules and needs in the new hybrid workplace will again require great communication and coordination skills.

Example: At the first meeting of a client team responsible for a major new matter, the lead partner polled the group to select a time for weekly team meetings. Since not everyone was present, the partner said she would confirm the schedule later. After the meeting, a senior associate with strong digital competency and project management skills offered to coordinate the team meetings. She started by identifying her client counterpart to review the client's preferences for internal group communications. They agreed to use Slack software as their communication tool. The associate and her client counterpart then polled the scheduling preferences of everyone on the team, for team meetings and otherwise. The associate arranged for all the team meetings to be recorded so if people had conflicts, they could listen to the discussion or read the summary and task list. The associate arranged for the team calendar to note all scheduled meetings with the clients so other team members could coordinate to access them more readily. The partner was delighted when the client announced at one of their meetings that they had another similar matter for the team to handle.

Are you ready for the challenges of Tuesdays, Wednesdays, and Thursdays in the new hybrid workplace? Are you tapping members of your team with the strongest digital competency and project management skills to lead the way?

Enjoy your Labor Day holiday!