

BASTIAN LOSSEN

THE ULTIMATE GUIDE TO  
**SUPERCHARGE**  
THE MODERN  
WORKPLACE



*"From getting started to stepping up,  
organization leaders must steer the ship to  
enable their global workforce to operate  
more efficiently than ever before"*

**TRUE  CHART**

MICHAEL SCHWAN (ED.)

BASTIAN LOSSEN

THE ULTIMATE GUIDE TO  
**SUPERCHARGE**  
**THE MODERN**  
**WORKPLACE**



*"From getting started to stepping up,  
organization leaders must steer the ship to  
enable their global workforce to operate  
more efficiently than ever before"*

**TRUE**  **CHART**

**MICHAEL SCHWAN (ED.)**

**Imprint:**

© 2021 Bastian Lossen  
Envelope, Illustrations: Jasmin Alic  
Editor: Andreas Rudolph  
Publisher: Michael Schwan

Publishing House & Print:  
tredition GmbH, Halenreihe 40-44, 22359 Hamburg

Hardcover ISBN 978-3-347-26768-8  
e-Book ISBN 978-3-347-26769-5

**Disclaimer:**

The creative rights to this book might be reserved by TRUECHART PTE. LTD. But the right to share the value found in this book belongs to everyone. Best of luck!

TRUECHART PTE. LTD.  
Level 42, Suntec Tower Three,  
8 Temasek Boulevard, Singapore 038988  
Phone: +65 8614 8306  
Mail: info@TRUECHART.com

**TRUE | CHART**

© TRUECHART 2021

# Table of Contents

## **1 - THE NEW REALITY**

- Editorial
- Key takeaways
- Covid-19 forced us into a new way
- The state of remote work
- Side effects economy and environment
- Above the keyboard dressing

## **2 - HOW TO WORK REMOTELY**

- Remote work: concerns & benefits
- Infrastructure & setup
- Productivity: time management
- Distractions & focus
- Home schooling
- Team communication: stay connected
- Zoom tips
- Rules for meetings
- Information management
- Collaboration

## **3 - HOW TO LEAD YOURSELF AND OTHERS**

- Self-improvement & self-management
- Emotional intelligence
- Day-1-Mentality
- Shifting mindset
- Focus on your "why"
- Understand change
- Leadership
- Personal branding

How to standout during video calls

How to shine in a dark world

Digital wellbeing

Publisher´s final notes

The Author & the publisher

TRUECHART

Source of information



## Editorial

The so called 'new reality' is here and it is here to stay. One of my MBA alums who works for a large multinational company shared this insight with me. In 2020, they planned a travel and entertainment budget of CHF 8'000'000 for one of their sub-units. In November, their spent forecast for the full year 2020 was CHF 1'800'000. Now the clue – for 2021, they are only planning CHF 1'500'000 for the same unit.

This change has not only economic effects hitting the travel and entertainment industry, but it also changes how we work together. The 'new normal' is a reality with a mix of home, mobile, and classic office environment.

We run a software and consulting house serving clients around the world and when the pandemic hit in 2020, we had to adjust quickly. In the beginning uncertainty about future was strong, and we had to change the way how we do business. Our consulting teams changed from 41% remote consulting to 98% remote consulting. And did not lose one client. On the software side, we have been lucky as our solution improves data collaboration in remote settings, we benefited winning new partners and clients.

Based on our own experience, many conversations within the team (yes, we also had to home school), with clients, partners and by an active sounding of the market we decided to put this book together. What this book is not is a scientific review of work behavior and a description of productivity losses and gains. The book was planned as the ultimate practical guide to navigate the Modern Workplace.

The three chapters structure the book in a first part where we gather some facts and figures on the quick changes caused by the pandemic. In the second chapter we give helpful tips and advice on how to work remotely and finally we gathered ideas how to lead yourself and others within the 'new reality'. We hope you enjoy the reading. Special thanks go to my friends Andreas who worked on the research and did the editing for the book - and Jasmin who's creative mind was responsible for the infotainment design of the layout.



Bastian Lossen



## **Key takeaways:**

# **What's important?**

**Try to set up a non-obtrusive home office.**

**Balance work time vs. personal time.**

**Stay laser-focused on productivity and results.**

**Keep collaboration at the heart of everything.**

**Boost communication with collaboration.**

**Standardize reports and insights.**

**Leverage the latest technology and tools.**

**Optimize tools and processes to favor results.**

**Don't forget about all the 'little things' too!**

# COVID-19 has forced us into a new way of working

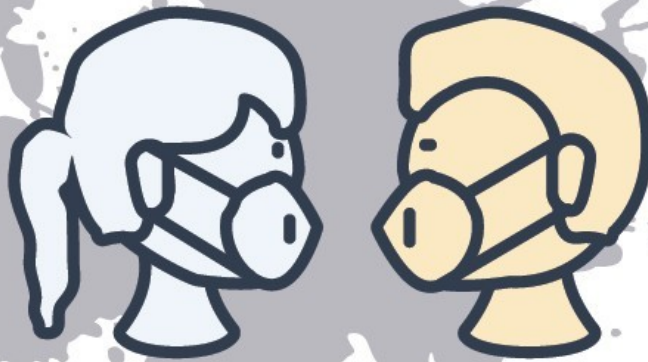
With Work From Home orders and lockdowns at every corner, organization leaders should make every reasonable effort to default to remote work.

It is the "new reality" - the modern workplace - and it is here to challenge everything we've known.

- ✓ **How to set up a home office environment**
- ✓ **Team communication and collaboration**
- ✓ **Technology, tools, and operational processes**
- ✓ **Homeschooling**
- ✓ **Work hours and time tracking**
- ✓ **Alleviating distractions at work**
- ✓ **Productivity**
- ✓ **Scheduling and so much more**

This book is here to guide organization leaders through all of the above, along with some best practices, tips, and tricks to make the best out of it.

# It is how it is: Time to adopt the new normal



I just want to give you a hug.

I guess I'll have to hug you  
with my eyes instead.



**What do you  
need to know?**



# **The state of remote work**



**45% of the global workforce is now working remotely due to COVID-19.**

Additionally, 46% of companies are planning on permanently allowing remote work in the future as a direct result of new "modern workplace" practices.

**45%**

Source 1: [Buffer 2021 State of Remote Work](#)

**POST PANDEMIC:**

According to a survey of 2,300 remote workers, an overwhelming **99% of people want to continue working remotely**, even if they started working remotely only due to COVID-19.

**99%**

# Home office:

## Side effects on real estate



Prof. Dr. Günter Vornholz, EBZ Business School, University of Applied Science, has cited an expected **25% increase in remote work** in different scenarios, after COVID-19.

Source 2: [EBZ Business School, Homeoffice - 2 Szenarien](#)

## Demand for office space **has fallen drastically**





The consequences of the Corona crisis are having an impact on the German real estate market: **companies are renting less office space.**

Source 3: [Handelsblatt, 3rd of February 2021](#)

# Home office:

## Side effects on environment



The shutdowns in the world's metropolises have brought about a plethora of changes too, from animal life conquering the urban habitats due to cleaner and healthier living conditions, in general. The "virus era" is actually cleaning our environment.

**Facts:** A new study by Agora Energiewende estimates that Germany emitted around 40% less CO<sub>2</sub> in 2020 than in 1990 due partly to the pandemic, without which the reduction would have been closer to 37.8%.

Source 4: [agora-energiewende.de/presse/](https://www.agora-energiewende.de/presse/)

## Most noticeable environmental changes: