## WHERE & WHEN TO WORK WHEN HYBRID

In a hybrid environment, we may be constrained by time (working synchronously with our colleagues) or by location (working in the office with our colleagues). Use this grid to make the most of the time that you spend with your colleagues.

Sort all your work tasks into the following categories. Collaborate with your colleagues to make sure that you are maximizing your time together

**ANALYSIS & DEEP TEAM THINKING MANAGEMENT PLACE COLLABORATION & USING PHYSICAL** INNOVATION **RESOURCES** CONSTRAINED TIME **UNCONSTRAINED**