

Thriving in Today's Digital Workplace

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80%

Workers experiencing
information overload



42%

Workers reporting
feeling burned out



35%

People working remote
five days a week



100-120

Avg. work emails received
per day



77%

Time spent in virtual meetings
per week

If you want to be effective
without burning out in today's
Digital Workplace, **focus on**
building healthy
communication habits



1. Be transparent about your communication preferences

A shared document that outlines:

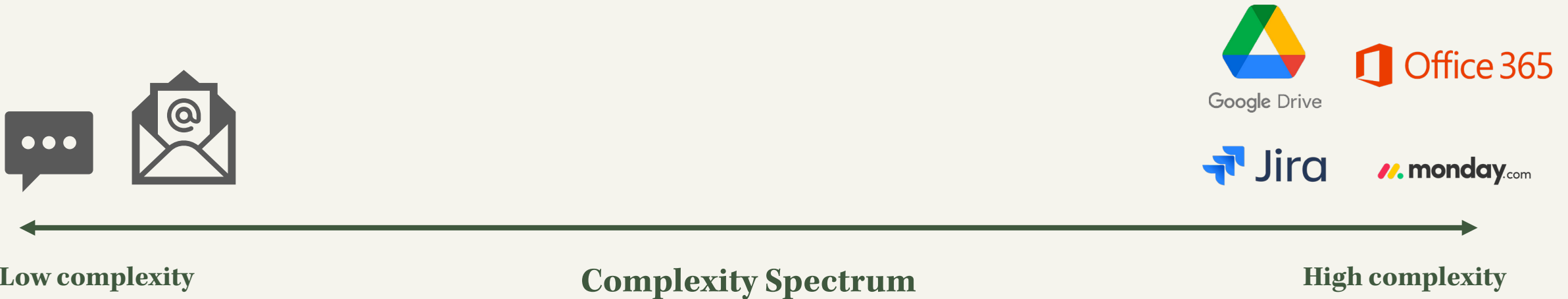
- Working hours
- Preferred meeting times
- Camera on/off preferences
- Thinking styles

Shared personal wikis at GitLab

This screenshot shows the top portion of a GitLab README page for Sean Carroll. The navigation bar at the top includes links for Why GitLab, Platform, Solutions, Pricing, Resources, Company, and Contact us. The main content area features a heading "Sean Carroll's - README" followed by a paragraph about his background as an Engineering Manager for Source Code, mentioning his experience in Geneva, Switzerland, and other countries. Below this is a section titled "How I work" with a sub-section "I work daily on building and maintaining trust" that discusses GitLab's culture of trust and transparency. A "Maintained by" sidebar on the right identifies Sean Carroll as the maintainer and provides a link to edit the page.

This screenshot shows the top portion of a GitLab README page for Nick Veenhof. The navigation bar is identical to the previous screenshot. The main content area features a heading "My working style" followed by a list of roles: employee of GitLab, contributor to GitLab, member of the team, and customer. It then discusses his preference for deep-diving into technicalities and his communication style, which includes direct conversations and the use of Slack and email. A section titled "How to communicate" lists preferences for replies, such as expecting a reply or longer-term follow-up. Below this is a "Weaknesses" section mentioning a tendency to be impatient. A "Strengths" section is partially visible at the bottom. The "Maintained by" sidebar on the right identifies Nick Veenhof as the maintainer and provides a link to edit the page.

2. Move complex chatter away from email and into context-rich spaces



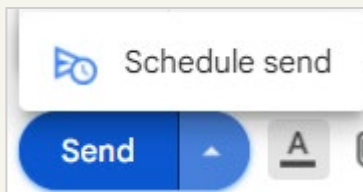
How many people are affected?

Is this related to a specific project or initiative?

How much context does the recipient need to have to clearly understand the message?

3. Be mindful of working hours

- Remote work has blurred traditional working hours
- Off-hours emails from leaders could signal responsiveness expectations
- Utilize “Delay Delivery” features



Use “Delay Delivery” or “Schedule Send” features when sending off-hours emails



4. Make meetings meaningful

- Create and share meeting purpose in advance
- Create rules of engagement
- Provide pre-work to maximize meeting time





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