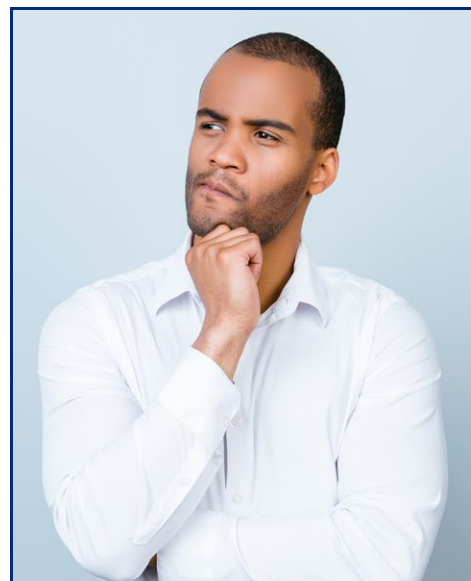


Blended Work at SoCalGas

A Quick Start Guide for SoCalGas Employees

- 1. Know the Policies!** Read and understand all policies related to [Workspace Evolution](#).
- 2. Create a Healthy Workspace:** To help you stay safe, healthy, and productive whether you're working in the office or at home, check out these [ergonomics and safety tips](#).
- 3. Understand Your Role and Schedule:** Make sure that you have clarity from your supervisor about your job responsibilities, expectations, and [goals](#). Get on the same page regarding your in-office/remote work schedule, and communicate any accommodation needs clearly.
- 4. Maximize Technology:** SoCalGas has provided tools such as [Teams](#) and [Yammer](#) to help you work virtually and connect with your team. IT has provided many [resources](#) to help you transition to these tools, and you can also ask questions and get help through the [IT Training page](#).
- 5. Establish Team Norms:** Team Norms provide clarity on expectations regarding communication, culture, and conflict. [Check out this resource](#) to learn more about Team Norms.
- 6. Communicate Thoughtfully:** In a blended environment, it's vital that colleagues communicate with clarity and regularity. [Sharpen your email etiquette skills](#), leverage video during meetings to enhance communication, and schedule regular check-ins with your teammates.
- 7. Build Trust with Your Teammates:** Fun virtual gatherings, informal check-ins, yammer posts, and other connection points are vital for team engagement during remote work. SoCalGas U [webinars](#) such as "Healthy Org" and "Change: Growing Forward" can help!
- 8. Keep Growing in Your Teleworking Skills:** [SoCalGas U](#) has a full library of resources to help you grow your virtual skills, such as this exhaustive [tip sheet](#). Check out a full library of self-paced courses on [LinkedIn Learning](#), or this dedicated virtual working [channel](#) on [getAbstract](#).
- 9. Strive for Balance:** Make an extra effort to keep work concerns from "spilling over" into your home life when you're working remotely. Establish a schedule of work hours, and establish rituals that mark the beginning and end of your work day.
- 10. Ask For Help:** When work or life feels overwhelming, reach out to your supervisor sooner rather than later. Also, check out the [Wellness site](#) for other supportive resources, such as the [Employee Assistance Program](#) (EAP).



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