

Hybrid Work with Zoho WorkDrive



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INTRODUCTION

Back in 2022, the [Zoho WorkDrive](#) team published a series of blogs and infographics on hybrid work. We recognized that the way we work had changed significantly.

Currently, many companies worldwide allow their employees to work remotely, though others want their staff to work from the office. Some have left it entirely up to the employees to choose their place of work. This is why the hybrid work model has become a popular option.

Let's recap what we have learned over the years in this condensed exploration of how to approach hybrid work!

Chapter 1

Hybrid Work Redefined



Let's start by looking at remote work and how it became such a popular option. Thanks to the internet, it was easy to work from any location, even before the 2020s. Remote work became a prevalent practice in certain prominent organizations, like **Zapier** and Automattic (the parent company of WordPress), which are 100% remote to this day.

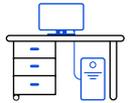
While these companies were quick on the uptake, most "traditional" offices kept to working at designated locations, though some companies started testing what we now know as hybrid work.

Then the pandemic struck and introduced enormous shifts in many work cultures. Fortunately, remote work, and by extension, hybrid work, were already known as a means of getting your job done from the comfort of your home or other preferred location.



Factors at work

Let's discuss what makes working from any location ideal. First, we'll look at the logistics that go into determining employee work spaces and schedules.



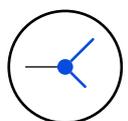
Work site:

This is the place where an employee works. This could be the office, their home, or sometimes, another location they choose.



Work location:

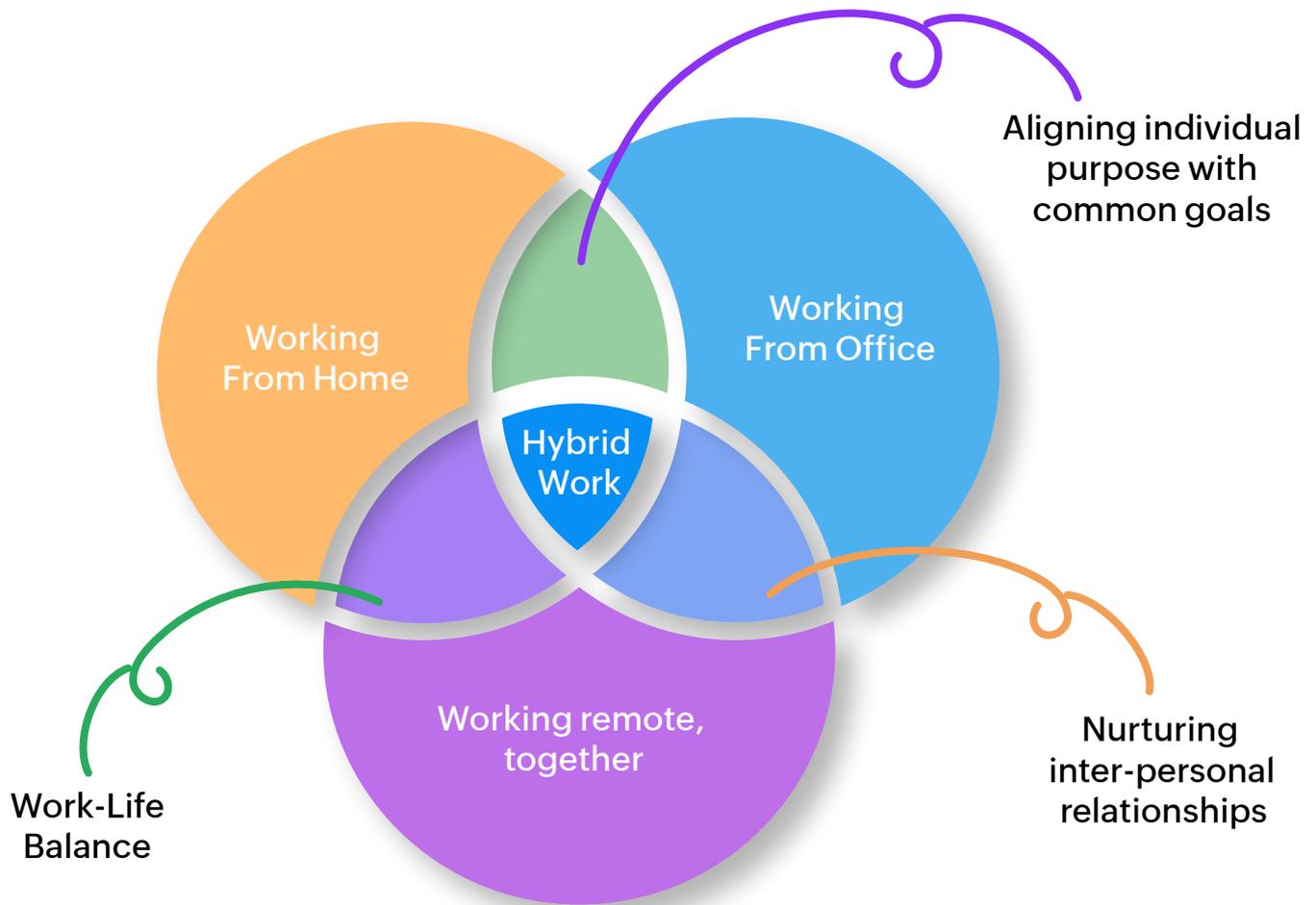
This is the place where a business establishes an office. Many modern businesses are focused on expanding their global reach. This leads to setting up offices in various locations. It's important to note this can impact reply time for questions and feedback, since different locations come with varying time zones.



Work hours:

Even when employees work from the same place, they may have varied work hours, necessitating effective work schedule management. For example, employees working in the same office location may be assigned different shifts.

Now, we'll cover the three main work models used globally.



Working from the office:

This work model was the norm for most organizations pre-2020. Nearly all employees practiced co-located working, which emphasized physical presence and collaboration.



Working from home:

This work model gained popularity after the onset of the pandemic and ensuing lockdowns of 2020. Within this model, all employees work remotely with an emphasis on focus, freedom, and flexibility.



Working remotely, but together:

This model involves virtual collaboration amongst geographically dispersed teams. Some might refer to this as a "satellite work environment," where the majority of the team is co-located and a small number of teammates work from home.

Figuring out the best strategy for work can be a challenge, and preconceived notions often complicate the decision. Of course, it's also important to be mindful of how your employees feel about your work policies and how you're going about implementing them. We'll discuss all that next.

Zoho WorkDrive has the functions of a typical cloud storage system, coupled with features and functions that drive security, ease of sharing and searching for files, and ease of communicating with the internal team about a file. This solution is a business owner's wise investment due to its superior qualities and cost-effectiveness.



Renee Tan
Managing Director,
Hashtaqs Pte Ltd

Chapter 2

Debunking hybrid work myths

Myths about different workplaces are always popping up. Here are the simple solutions to some common myths circulating about hybrid work.

✗ Myths

Truth ✓

The myth: The productivity of employees working from home will decline

The truth:

Some employers fear that if they can't see what their employees are doing, they can't rely on their productivity. But the actual results of hybrid work, which often go unnoticed, paint a different picture.

One of the ways an employer can keep productivity flowing among employees working from home is by clearly stating the function of the work entrusted to them. A polite discussion about timelines, a request for regular updates, and assessments of the work quality are some ways to keep employees on track.

There's also the case of employers worrying that peers who handle multiple roles for the same team will struggle to juggle multiple applications and processes daily, especially when they're separated from the support of their teammates. Apps like WorkDrive, which promote collaboration across apps, can help build a sense of continuity and give employees access to the support and assistance they need from their teams.

The myth: Managing teams is difficult in a hybrid work environment

The truth: Hybrid management can feel a bit awkward at first, but eventually, things will come together—especially when companies take measures to promote effective and consistent leadership. Some of these measures may include:

- Educating team members on the company's policies and standards
- Offering detailed advice on hybrid work strategies to team members
- Staying informed about where and when employees are working
- Communicating openly with team members, so they feel their leadership is approachable and invested in their success
- Hiring passionate employees whose values align with the company's. This is crucial, since working independently requires dedication and motivation.

The myth: Employees in a hybrid work environment choose the days they want to work during the week

The truth: To debunk this statement, we need to understand the divisions within the hybrid work model. Hybrid work is divided into three broad categories—fully remote, flexible, and always co-located.

It is usually the employer that determines which mode of hybrid work employees will follow. Sometimes, the team makes the decision, but this is not what the majority of the industry practices.

There is no one-size-fits-all solution, even for departments within the same organization. The routine that works for a software dev team may not be appropriate for a marketing team.

The myth: Hybrid work detracts from employer-employee relations

The truth:

Hybrid work in no way has to impact employer-employee relations. Technology has provided us with many new tools for seamlessly conducting meetings online. With all the technological developments available, there's hardly anything that can't be discussed virtually.

Zoho WorkDrive ensures that your important work is created and stored securely within its servers. In a similar vein, **WorkDrive Snap** ensures that you're in sync with team members and peers through the power of audio and video—there's no lapse in communication this way.

Chapter 3

Exploring further

Here's how you can properly set up and enhance the hybrid experience for yourself and your employees.



Create policies and procedures

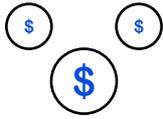
As noted above, it's important to create policies and procedures that support both remote and on-site employees equally. Often, companies focus more on employees who work from the office—even unintentionally.

Implementing universal policies for all employees, regardless of where they work, can help you develop a work culture that suits both types of employees.



Consider what your employees need

It is 2023 after all! Be mindful of employee needs when creating your hybrid work policy. Send surveys and questionnaires about the hybrid work model to your team or organization. Collecting this feedback will help you build a hybrid work model that allows everyone to thrive and produce their best work.



Invest in modern tools

A massive part of optimizing hybrid work is implementing the best possible tools.

Analyze your current tools to see sure if you have the system to support your hybrid model. Update existing tools or invest in new solutions for your cloud file management systems, video conferencing applications, and other communication tools to connect your remote and on-site teams. This is where WorkDrive, coupled with its editing suite, can come into play.

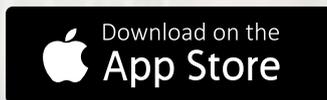
Parting thoughts

Hybrid work culture is here to stay. In a competitive business landscape, organizations willing to revamp their work models and adapt their strategies will stay ahead. When done right, a hybrid work model empowers organizations to work more effectively, widen their talent pools, innovate, and increase productivity.

At **Zoho WorkDrive**, we always aim to raise this bar for collaboration and productivity by optimizing the work you produce, and how you go about producing it. We'll always ensure that your files are secure and readily available to you whenever needed. That's our crucial promise to all organizations that embrace hybrid work!



Online file storage and content collaboration platform for hybrid teams



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