

Quarantine Flexwork Conversation Starters

- **To talk with your boss or coworkers:** *I want to share my current reality to give everyone a good understanding and try to stay ahead of any potential problems.*
- **To ask for more flexibility:** *I'd like to get a good sense of what my flexible work options are right now. The more I'm able to shift my schedule, the better I'll be able to meet work priorities and stay productive during this time.*
- **For the beginning of meetings:** *As is the case with a lot of you, I'm working from home and caring for my _____ and _____ year old kids. I wanted to give you a heads up that I may get interrupted during our call but I'll let you know, mute myself, deal with the situation, and jump back in.*