



STOP REMOTE WORK BURNOUT



Scan to review worksheet

Expemo code:
1CSQ-T1LA-TFM9

1 Warm up

Match the words to the definitions.

- | | |
|-----------------|--|
| 1. an introvert | a. enjoys peaceful, less stimulating environments and needs solitude in order to get his/her balance back. |
| 2. an extrovert | b. his/her behaviour changes according to the situation |
| 3. an ambivert | c. thrives on the company of other people and gets a lot of energy from social interaction |

Now look at the following activities in the box.

- Which ones would you think an extrovert would enjoy more?
- Which would be more likely to be enjoyed by an introvert?
- What is it about each activity that an introvert or an extrovert might find difficult?

being part of a sports team	being a student in a class
going out with a group of friends to a club to dance	a dinner party with three friends
giving a speech at a public event	working remotely from home
working in a busy retail environment	teaching a class
being a manager in an office	commuting

1. Would you describe yourself as more of an **introvert**? an **extrovert**? or an **ambivert**?
2. Which of the activities in the box would you enjoy or not enjoy? Why?



2 Understanding vocabulary

Match the words to the correct definition. There is one extra definition marked X.

Part A: Vocabulary

- | | |
|-----------------|--|
| 1. asynchronous | a. annoyed or impatient because of a restriction or inconvenience |
| 2. nuanced | b. call or make a big effort to mobilize something e.g. your inside energy, an idea, a memory, the army etc. |
| 3. chafing | c. cause someone to remember a difficult experience or set off negative feelings |
| 4. dominate | d. characterized by subtle shades of meaning or expression |
| 5. disembodied | e. have power and influence over something |
| 6. delineate | f. make someone follow a rule or a law |
| 7. enforce | g. not existing or happening at the same time |
| 8. summon | h. separate from or existing without the body (physically or emotionally) |
| 9. X | i. show the exact position of a boundary or to describe something in detail |

Part B: Vocabulary in context

Now add the words to the sentences from the talk you will watch.

1. Thoughtless scheduling can mean you're basically onstage performing for eight hours a day. There are none of the _____ cues that help you read a room.
2. You could take a walk around the block at a certain time of day or even a breathing or stretching routine before you sit - whatever it takes for you to _____ the transition between work and home.
3. Research shows that we actually communicate more emotion and nuance via audio alone. Try _____ communication for more complicated or provocative one-on-ones.
4. Now that the pandemic has chased many of us out of our offices, we're _____ under the new remote rules of work: too much screen time; a lack of boundaries between work and home; endless video calls.
5. Staring at _____ heads on a screen offers only a pale imitation of real human connection. Social anxiety only makes this worse.
6. For place, use your workspace to help you _____ good boundaries. Even if your desk is in your kitchen, make it feel like a workplace.
7. You could schedule downtime or recharge time after performances. Oprah does this, as do many introverted performers and CEOs. You could consider the time of day. Think about when you can typically _____ the energy to be on and save other times for quiet work.



8. Finally, if you're a manager, you have a special role to play to help employees protect their pace, place and space. Manage the room during video calls. Even remotely, chatty extroverts tend to _____ .

Extra definition:

1. Which of the following words does the extra definition from Part A describe?
- recharge
 - trigger
 - favour something over something else
 - protect

Part C: Word families

Work in pairs and complete the following sentences with a different form of the word from Part A/B.

- The map clearly marked the _____ of the borders between the two countries.
- His tone of voice gave a _____ to the apparently innocent question which made her uncomfortable.
- Due to his failure to pay the fine, the court issued a _____ .
- No matter how much he _____ at their decision, his parents refused to let him attend the party.
- Since she was a young girl, Marie had always wanted a career in law _____ .
- Having won the chess finals in his own country, Pedro wondered what the future held in store for him. Maybe failure. Maybe world _____ .
- Somewhere around the 17th mile of the marathon, Gina's _____ seemed total. She could no longer feel her feet pounding the streets, her head seemingly floating towards her destination.
- The police officer was shaken. In 15 years of police work, that was the first time he'd had to pull the _____ on his gun.



3

Watching for general understanding

Look at these excerpts from the script. Put letters (a-e) in the correct order. Then watch the video (00:00 - 01:12) to check your answers.

1. ... a. a camera in your face, that can really trigger your social anxiety. It takes energy to be on. So, the key to managing remote work is to protect your energy.
2. ... b. a lack of boundaries between work and home; endless video calls. The same things that make remote work difficult for introverts make it difficult for everyone.
3. ... c. But the truth is, for many introverts, remote work is kind of a nightmare. Now that the pandemic has chased many of us out of our offices, we're chafing under the new remote rules of work: too much screen time;
4. ... d. Far and away, the worst part of remote work is video calls. Being on camera is a performance. Thoughtless scheduling can mean you're basically onstage performing for eight hours a day. There are none of the nuanced cues that help you
5. ... e. read a room. Staring at disembodied heads on a screen offers only a pale imitation of real human connection. Social anxiety only makes this worse. When you have
6. ... f. You might think that working remotely is an introvert's dream: you're in your own home hidden behind a computer, possibly in your pyjamas.

In pairs discuss the following questions.

1. In the Warm Up, did you say that an introvert would be comfortable working from home, or not? What were the reasons for your answer?
2. Do you agree with the speaker that remote working is difficult for everyone and particularly introverts? Why/Why not?



4

Watching for details

Now watch the whole video and complete the summary with a word from the video.

Firstly, in a typical, office-based work day, we all have our own _____¹ and routine. Commuting, coffee breaks, talking to co-workers: these are all chances for us to get our energy, become our professional selves and find the right _____² to focus on our work. So we have to recreate these breaks. You can do this with music, lighting, exercise before you sit down: anything which marks the _____³ between work and home.

Secondly, we need to handle our pace, place and space. Your pacing means managing the _____⁴ that take your energy against those that give you energy. You could schedule fewer videoconferences, as these are _____⁵ which drain energy. Consider having time between them or having them at the time of day when you have more energy. With place, think about where you work and use it to enforce _____⁶. Wherever you work, make sure it feels like a workplace. For space, ensure you have _____⁷ time, including time away from family.

If you're a manager, help your employees protect their pace, place and space. Don't let extroverts dominate calls. Avoid brainstorming as it can _____⁸ social anxiety. Ask people to write down ideas before a brainstorming session instead. Use audio calls instead of video as they are better for communication. Try sending voice memos instead of having difficult conversations with someone so that they can respond in their own time.

Remote working isn't going away. Don't just copy old work habits to remote working. Build something _____⁹. Start by asking introverts how they would like to work and move from there.

5

Talking point

In pairs or groups, discuss the following questions.

1. What did you personally find difficult in the transition from working in an office/shared space to working remotely?
2. What did you personally find to be the difficulties with working from home?
3. Is there anything about working remotely that you prefer compared to working in the office/shared space?
4. What rituals and routines did you have in a typical office/shared space-based work day?
5. What rituals and routines have you adopted while working remotely?
6. Which of the advice here do you think you will use in your own work?
7. Was any of the advice not helpful in your opinion? Why?



Extension/Optional task

Imagine you are managing a team who are all working remotely. Write down five ways of working that you would like them to adopt to make the work day less strenuous for the introverts in the team, as well as the other members.

1.
2.
3.
4.
5.

