



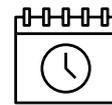
Simple steps to embed hybrid habits

Hybrid working arrangements are here to stay, find some guidance below to help you successfully embed hybrid habits as you transition your employees back to the office. Peak days on the transport network are ***Tuesdays to Thursday and peak times are between 8-9am and 3-6pm.***

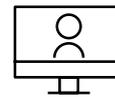
Find tips and solutions to support off-peak travel in your workplace.

Simple solutions to embed hybrid habits:

- **Establish key reasons, days and hours** to come into the office.
- Mix up your meeting days and **trial new days** to have your team collaboration and connection meetings, such as scheduling your sessions on a Monday or Friday.
- Encourage staff to most of their office days and **schedule in social and leisure activities** before or after work, or maximise your lunch breaks and check out the office.
- **Simplify the process around hybrid working arrangements.** Set up a shareable rosters, or use digital software such as Microsoft Outlook or Teams so teams are aware of everyone's whereabouts and allocated WFH days.
- **Recognise and reinforce the positive behaviour and effectiveness of hybrid working arrangements.** Use encouraging and prosocial messaging, for example "Your team worked from home for % of this week and here's what they've achieved!"



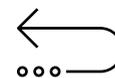
Meeting Mondays could be a way to schedule your team collaboration meetings on and avoid the peak days in the future. Or **maximise the end of the week social events** and combine your meetings on a Friday.



Ensure all meetings have a **virtual link**.



Encourage staff to use our **digital tools** and plan ahead for their commutes and in your office spaces.



Avoid back-to-back meetings to cater for logistics getting to and from meetings..

Contact us
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