

FREE GUIDE

7

# Tips on how to become digitally fit as a leader





# Develop the right mindset

1

The digital work environment and the changes that come with it require a different mindset.

Furthermore, other new corporate challenges require rethinking existing behaviour and approaches.

When employees can work from anywhere, companies become interchangeable for them.

For managers, digital fitness means creating a purpose and meaningful work culture. Employee experience is becoming a competitive factor in the future.



Digital leadership is leadership at eye level with mutual appreciation.

For many leaders, the most difficult challenge is to let go and overcome the feeling of losing control.

Digitally fit leaders know how to create an environment of "management by results" instead of "management by time and physical presence."



# Implement a productive and “healthy” digital work organisation

## 2

Digitally fit leaders know that for successful digital work, a good balance between synchronous and asynchronous collaboration and communication is critical.

They implement an efficient work organisation that meets the requirements of the business processes on the one hand and the needs of the team and each person.

Digital collaboration requires an adapted work organisation (factor time and place):



The asynchronous organisation ensures focus for concentrated, undisturbed completion of tasks according to one's schedule. This increases overall productivity.

On the other hand, the synchronous way of online collaboration is essential for generating ideas and solving problems together.

If too much asynchronous work is in place, the team is in danger of falling apart and risk alignment.

However, too much synchronicity and being constantly "online" leads to stress and burnout.



# Know the challenges of digital communication

3

When you ask leaders about the most significant challenge when working in a virtual team, communication is usually at the top of the list.

Digitally fit managers know the specifics of digital communication at a distance and how to communicate efficiently and effectively.

They can build a strong digital presence and involve everyone in the remote or hybrid team.



Understanding the rich media concept is essential for properly using communication channels such as e-mail, chat, online meetings, or team places.

The more complex the issue, the more personal the contact should be.

"Virtual facilitation is becoming an important skill to design remote/hybrid meetings successfully:

This helps you to involve actively participants and to keep them engaged.



## Use digital tools the right way

4

Digitally savvy leaders know that first, they should analyse their business processes and workflows in a targeted manner instead of simply introducing digital collaboration tools. Then they can decide which tools and which way features should be used.

More tools don't make you more productive. However, a well-structured Digital Workplace where everyone knows how to work together, where to find information and where knowledge is shared does increase productivity.

If employees hardly use the tools, it is often not the tools that are the problem, but rather the wrong understanding.



Very often, employees are frustrated and overwhelmed by the number of tools. Though the tools are available, everything is still communicated by email, and documents are sent back and forth back and forth instead of working in work in the cloud.

Digitally fit managers generally understand the digital workplace as a management tool:

They are confident in using social tools in their daily leadership work.

And they select an appropriate tool mix for working and communicating with the team by setting guidelines for digital collaboration in place.



## Create “Digital Trust” and a strong team spirit

5

Digitally fit leaders know the approaches and practices to create "digital trust" and connectivity within the team at a distance.

Good relationships and trust among each other are essential for successful cooperation. In the office, this is a matter of course. The integration of employees in a hybrid team is a challenge.

Informal communication is essential for building interpersonal relationships and preventing isolation. But people can feel invaded and overloaded by too much contact and availability. You need a good balance.



Digitally fit managers engage in active "Managing by walking around even in the digital working environment.

Furthermore, they implement together with their team rituals that create a sense of connection among each other.

They know the various causes of conflicts and can resolve them at a distance.



# Develop digital media skills for you and your team

## 6

Digital skills include evaluating new technologies and deciding on their possible applications.

The proper use of digital media in work includes:

- identify potentials for value creation
- recognise risks,
- avoid distractions
- deal with information overload.



## Pay attention to mental health and digital well-being

7

The topic of "mental health" is becoming increasingly important when working digitally and at a distance. Digitally fit managers know and understand the influencing factors why digital work quickly leads to overload and stress. They know how to prevent this.

They design a "healthy" digital work organisation of work in the team and develop routines for mental health.

This also includes creating a culture of psychological safety, in which everyone can confidentially talk about personal preferences and burnout.



# Reflection

Things I am good at:

A large, empty white rectangular area intended for writing or drawing, occupying the lower two-thirds of the page.



# Reflection

Things I should improve:

A large, empty white rectangular area intended for writing reflections.



# Reflection

New ideas and thoughts:

A large, empty white rectangular area intended for writing reflections or new ideas.



# Reflection

Possible obstacles:

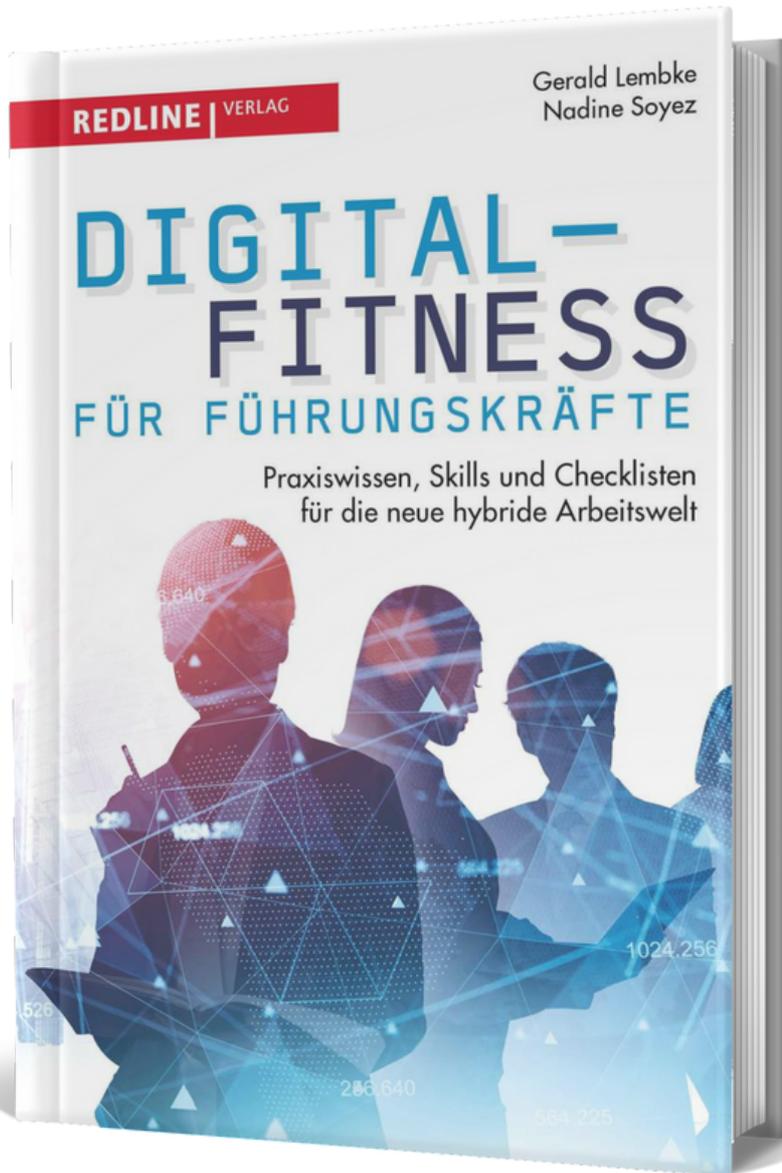
A large, empty white rectangular area intended for writing or drawing, serving as a workspace for the reflection process.



# Reflection

My next steps:

A large, empty white rectangular area intended for writing the user's next steps.



**Find more tips in my book  
"Digital Fitness für Führungskräfte"**

<https://amzn.to/3ycSVni>