



## Microsoft Viva Insights

# Manager insights – Day in the life

Allison is an architectural lead for an international design firm. She manages a highly matrixed global team of engineers, designers, architects, and project managers. Allison uses Microsoft Viva Insights to support her busy team throughout the day.

## The hybrid workplace

Allison's team is working at home, in the office, and on-site. She is pulled in multiple directions and finds it challenging to provide coaching and development opportunities for her team. Microsoft Viva Insights helps Allison excel in the hybrid workplace and redefine how a manager supports a fast-paced team.

## Stays connected

Allison receives [the briefing email from Microsoft Viva](#) that summarizes to do's, tasks, and key deliverables so she can **stay connected with her team** with just a few clicks.

- Easily schedule, reschedule and track her team 1:1's in one place.
- **Task notifications** help ensure asks from her team are prioritized.
- They also surface **important emails and documents** from her team that she hasn't had an opportunity to read or review.

## Fosters a positive culture

Allison has tools to help her build a positive culture within a hybrid, distributed team that isn't always in the office.

- [Sends praise](#) in Microsoft Teams to show her appreciation of exceptional work.
- Leverages the [Inspiration Library](#) for tips on using 1:1's to nurture resilience, strategies for creating an inclusive, hybrid workplace, and ways to make virtual meetings more productive.
- Encourages her team to use [Headspace](#) mindfulness exercises to reduce stress throughout the day and gain focus.

## Builds an engaged & productive team

Allison keeps a pulse on the wellbeing and productivity of her team with visibility into leading indicators that can signal a risk of burnout and stress.

- Allison can see that most of her team works after hours, and more than half have less than 15 hours available to focus each week.\* She encourages everyone to enroll in a personal [focus plan](#) and invites them to participate as a team in a [no-meeting day](#) every other week.
- Based on [collaboration patterns](#) across functional groups, Allison restructures team priorities to ensure more strategic collaboration across the architects and designers\*.
- Reflects on how **her own work habits** impact the productivity and wellbeing of her team.
- Utilizes the [email delay delivery plan](#) to better align with her team's core hours and encourages her team to do the same.

## Models healthy work habits

Allison uses [personal insights](#) to strengthen and model the productivity and wellbeing norms outlined in the team agreements discussed in their last offsite.

\*A [group insight](#) available to managers with 9 or more licensed individuals in their reporting structure.

## Build better habits with Microsoft Viva Insights

[Walk through a guided simulation >](#)