

1a	Anastasia Tohmé	Martin Worner
	is a human resources (HR) specialist	used to work for finance and technology businesses
	is responsible for hiring the best people for a world services company	started a company specializing in technology for banks and other financial organizations
	teaches at Geneva Business School	has worked with teams around the world
	lives in Spain	was quick to move to remote working
	has been fully remote since 2018	is head of product at Confio

1b a

2a	important, but not urgent	urgent and important
	DECIDE WHEN YOU WILL DO IT	DO IT IMMEDIATELY
	not important, not urgent	urgent, but not important
	DO IT LATER	DELEGATE TO SOMEONE ELSE

2b a 5 b 4 c 2 d 1 e 3

3a **Model answers:**

- Ringelmann effect is a fall in productivity connected to team size.
- Collective knowledge is the information that an organization holds about itself.
- Virtual coffee breaks are when co-workers take a break from their work at the same time and chat by video link, while drinking coffee.
- Dashboard is an area on a wall in an office, or a page on a website, where people can see information about the company's goals, successes, plans, etc.
- Open source is when anybody is free to use, change and share a project, so it is easier to collaborate and make better decisions.
- Task-batching is putting tasks that are like each other together to do at one time.
- Day-theming is choosing one day to work on tasks with the same topics.

3b **Instant messaging communication tools:** Slack, Teams, Skype

Online sites to advertise companies: LinkedIn, Glassdoor, Medium

Programs for games and learning: Mentimeter, Kahoot

Dashboards for company information: weekdone.com, Hubspot

3c *Reader's own answer.*

5a *Reader's own answers.*

4a a 4 b 3 c 5 d 1 e 2 f 7 g 8 h 6

5b *Reader's own answer.*

4b *Reader's own answers.*

5c *Reader's own answer.*