

# Working remotely: Tips for managers



If you're not used to managing remote workers, it may seem a bit daunting at first.

**Try these tips to help you lead remote workers effectively.**

**Create a routine for yourself.** Keep it as similar to your usual in-office routine as possible. Consider building in daily check-in calls with team members.

**Stay connected.** Don't skip scheduled meetings just because they can't be in-person right now. Whether it's a one-on-one with a team member or a larger meeting, hold meetings via phone or web conferencing.

**Provide clear and accurate information.** Employees look to their managers and companies to provide correct information during stressful times. Be sure to share things like policies, procedures, expectations, and resources for help. Remind them that they should frequently check the CDC's website for the most up-to-date information about coronavirus, and should ignore less reputable news sources.

**Manage as opposed to micromanage.** Some managers are nervous that remote workers won't actually work at home. Try to avoid micromanaging employees unless there's a real reason to do so, such as you notice their work isn't getting done or isn't up to par. Most employees see working remotely as a perk, and they won't risk getting the privilege taken away by goofing off on the job.

**Be as available, flexible, and compassionate as possible.** Different employees will have different needs during this time—perhaps they are not feeling well, or are caregiving for elderly parents, or their school-age children are now home with them.

**Manage your own stress and maintain good self-care.**

In order to be a good manager for your employees, you need to take care of yourself. Make sure to “unplug” from work once your work day is done. Take time to do a hobby, call a friend, use a fitness video to do some exercise, or lose yourself in a good book. Eat nutritious meals and don't skimp on sleep!

**Be realistic.** The office isn't totally distraction-free—people get up to chat with a coworker, grab a cup of coffee, etc. Similarly, working at home isn't 100% distraction-free, either. Understand that employees may need to get up for a moment for a bathroom break, to sign for a package, or to let the dog out into the backyard.

**Check in with your team.** People can be skilled at hiding their stress, especially when you're not seeing them face-to-face. Occasionally message your employees to ask how they're doing, if they need help with their workload, etc.

**Does an employee seem stressed?** Let them know that this is a stressful time, and remind them that they have access to their EAP for confidential help.

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