

# LifeSolutions

## Tips for managing a remote workforce



### As coronavirus spreads, organizations must decide whether to make some or all of their employees work from home.

For some organizations, this is unfamiliar territory. Unlike snowstorms and other events that occasionally shut down offices for several days, a quarantine could require employees to work from home for a few weeks or longer.

The following are tips you can use to help your employees work effectively in this ever-changing environment:

#### Create structure and processes

- Initiate or continue weekly and/or daily meetings. A predictable schedule will facilitate collaboration.
- Keep workdays and work hours consistent.
- Reserve two to three hours each day for your team's meetings, phone calls, or virtual drop-ins. Determine how each team member will use the remaining work hours.
- Consider early morning or evening hours for employees who need flexibility.
- Establish a protocol for sharing urgent messages.
- Set clear goals and deadlines, and consistently provide feedback.
- Offer virtual office hours during which you can support team members.

#### Keep employees engaged and productive

Encourage employees to:

- Maintain their normal routines, including waking up early and getting dressed for work.
- Create goals for the day, establish and maintain a work routine, and reward themselves with breaks.
- Practice self-care—everyone needs to hydrate and refresh.

- Maintain their focus by working in a quiet, comfortable place with adequate lighting.
- Use available technology to personalize the work-from-home experience.
- Make an effort to connect socially with their colleagues, family, and friends. Social connections can boost morale and foster positive emotional health.
- Unplug from work. It's tempting to stay logged in from morning until bedtime, but it is important to maintain boundaries. As a manager, you should model a reasonable workday for your employees, even when working remotely. They will follow your lead.

#### Are you ready?

Choose your information sources wisely. It's important to get news about coronavirus developments from reputable sources—such as the Centers for Disease Control and Prevention and the World Health Organization—not social media platforms.

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