

# Work (FROM HOME) Wellness for Managers



## Help remote employees feel connected and cared for



### Secure your own oxygen mask

There are many challenges in managing a remote workforce, and challenges in working from home itself. See [Work \(from home\) Wellness tips](#) to help you practice healthy work from home habits, including establishing set work hours, designating a dedicated workspace, taking regular breaks, eating healthy meals and snacks, and staying connected with your peers. Role modeling healthy habits is still important, even if they can't see you, your team will look to you for guidance and follow your lead.



### Give meaningful recognition and celebrate successes

If staff does not get positive feedback for their significant contributions, they are likely to lose steam and may feel taken for granted. Send emails of appreciation with specific details.



### Increase communication

Employees who are accustomed to working on site may feel cut off from the resources, information, or relationships they need to do their jobs well. Be deliberate in increasing communication. Schedule regular check ins and pad socializing into the timeframe of team meetings; it may be vital for people who need lots of interaction to keep their energy up.



### Set expectations early and clearly

When it comes to managing remote teams, clear communication of expectations are increasingly important. Managers who communicate their expectations have engaged, happier teams that live up to those expectations. According to [Gallup research](#), about half of all U.S. employees – remote or not – don't know what is expected of them at work. This can worsen if they are sent to work from home without good guidance.



## Keep an eye out for isolation and loneliness

According to a [Harvard Business Review study](#), remote employees are more likely to feel shunned and left out compared to regular staff.

Among the most common frustrations reported by remote workers was the lack of face time and deep relationships with work colleagues. Many of these workers struggle with feelings of isolation and loneliness. Caring conversations can get ahead of loneliness issues. Inquire about your employees' wellbeing, using specific language framed for remote workers, such as, "I need to know how you're getting along. So, tell me, is it too quiet at home? Do you miss having people around? Do you feel left out?" Help come up with solutions together to increase connectivity virtually.



## Create a virtual community

Human beings need connection -- not only to their coworkers, but to the organization. Fully remote workers do not get that opportunity to connect, which can make them feel isolated and disconnected. Successful managers of remote workers cultivate a social environment through effective use of technology. Online group chats allow teams to connect with each other. When managers can meet the basic needs of engagement, even casual, friendly conversations can turn into innovative discussions that help the team and organization thrive.



## Be available

Successful managers of remote workers are available during employees' working hours. They go above and beyond to maintain an open-door policy for their employees -- making themselves available through different means of technology (Teams, Skype, email, phone, text). You could set up virtual drop in office hours when you are online and employees know they can 'drop in' to get questions answered on the spot.



## Build Trust

Managers build trust by keeping their promises and having frequent conversations. Remote employees don't always have the network that on-site employees do. When employees know they can turn to you for help, it enhances their productivity, aids in their development and contributes directly to their success.



## Encourage healthy habits

Remote employees won't get exercise from climbing office stairs, walking to lunch or commuting into the office. Few homes feature a healthy salad bar like company cafeterias do. You can encourage your teams to have walking meetings, take fresh air breaks, and enjoy healthy snack competitions.

