Connecting Through Remote Work

The realities and challenges of working remotely can cause leaders and team members to lose touch with the work and each other. Here are some helpful tips for staying engaged and connected through remote work.

Leaders

Manage expectations
- In times of change, your team will look to you for answers. Make sure the team knows what is expected of them in terms of availability and completing work. Share OD&L's Tips for Working Remotely with your team to help them establish best practices.

Build team connections
- It's easy to lose yourself and your team in the daily grind, especially when you're all remote. Make sure you're engaging with with the team and individuals regularly. You may also want to employ a buddy system for checking in.

Connect, get feedback, and communicate through rounding
- Leaders should be rounding for 1 hour per week. Utilize the leader rounding tool to make sure team members are getting the information they need and .

Team Members

Take care of yourself
- Change can be hard and it's important to make sure you're taking care of yourself. Check out the **Wellbeing** tab on the COVID-19 Employee Resource page for self care and wellness resources.

Stay connected
- Working remotely can be isolating. Consider organizing a team "happy hour" or coffee chat online after work hours. Participate in virtual lunches with colleagues. Socializing came easy in the workplace – there are options for socializing virtually, too!

Establish priorities and manage your time
- Check with your leader to make sure you understand what your priorities are. Make a list at the start of each day in order of priority. Distractions will happen (family members, roommates, pets, etc.); accept that and find ways to minimize the time spent trying to manage them.

For more information, encouragement, and resources during the COVID-19 pandemic, check out the **OD&L Employee Resource page** or use your smartphone camera to scan this QR code.