

REMOTE WORK/LIFE TIPS

TIPS FOR MANAGERS

FLEXIBILITY



Be patient and adaptable with your employees

We are all working tremendously hard and we need to be aware of the need to attend to our own self and family care, as well as the needs of our employees and how their obligations may differ from our own

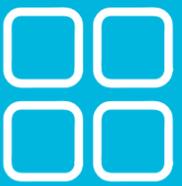
BOUNDARIES



For yourself

Our employees take their lead from us in many cases. If an email isn't urgent, consider the delay delivery email function in Outlook and have it set to send during regular business hours.

Encourage staff to take personal, sick or vacation days as needed, and acknowledge when you may need to take a break.



For your team

Be aware of your employees schedule. Avoid setting meetings during lunch or outside of the 9 AM - 5 PM workday. While some of our employees' home situations may allow them to work off hours, others may have sole or shared responsibility to children and family members in the home and need time to care for and feed them



For students

Provide students with guidelines of when you and your team are available and take into account the difficulties of remote work.

CLEAR DIRECTION



Expectations & deadlines

If you are not already, get into the habit of providing your team with a deadline, so they have a firm idea of when you need something. Be sure to ask if that works for your employee too, if not, ask what they have on their plate and help them to prioritize. As part of your discussion around reasonable deadlines, consider whether 'by close of business' on one day or 'start of the next business day' on the next day is the appropriate time-based deadline.

WE'RE ALL HUMAN



Check in

Don't forget pleasantries. When we see someone face to face, we ask 'How are you?' 'How are is the family' - sometimes, over zoom, we lose the prompt