

Coping With Remote Work



As efforts to mitigate the spread of COVID-19 continue, many employees have been asked to work remotely. If this type of work is new to you, here are some tips to ease the transition:

- Have a complete understanding of your employer's expectations (timeframe, expected output, check-in requirements, and deadlines), so you can meet them.
- Enact a schedule that builds a new routine and includes breaks. Though remote work comes with a lot of flexibility, having clear guidelines will increase your productivity.
- Create a dedicated office space and set ground rules with people in your home to prevent disruptions.
- Stay connected and be positive. Remote work requires good communication, just make sure that your messages are clear in intent and neutral in tone.

Is this change creating unforeseen stress? Your Employee Assistance Program can help you balance your work and personal life.

Call or log on to get started.

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