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While teleworking can promote employee retention, higher productivity, and less environmental impact ([Hickman and Robison, 2020](#)), feelings of isolation can impact employee well-being. This page will provide some quick tips to manage teleworking and to encourage connectedness. According to feedback we have received from focus groups, some of you may find it difficult processing with peers for support. A virtual lunch with colleagues may be one way to reestablish the bond between co-workers.

#### **Tips for the Employee:**

When experiencing a strong emotion that is stopping you from refocusing, take a moment to write it in your journal, acknowledge the emotion, and agree, in a written statement, to let it go. When the time is right and you are able to, discuss your emotions with a trusted individual to process your feelings further. This gets those overwhelming feelings out of your head and into a journal that you may be able to close and then refocus. We are not suggesting locking away feelings that you need to process with another trusted source but only to alleviate the emotional toll on yourself in that moment ([The Benefits of Journaling for Stress Management \(verywellmind.com\)](#)). Perhaps request extra time during supervision to discuss the situation more fully for advice and support.

#### **Tips for Supervision:**

Staff may need extra time during their supervision, more frequent, in-formal check-ins, and increased opportunities to collaborate and connect with other staff to help process any strong emotions they may be feeling. The Harvard Business Review article, [A Guide to Managing Your \(Newly\) Remote Workers \(2020\)](#), suggests scheduling daily check-ins with your remote workers, as well as offering multiple ways for the supervisee to reach out, whether by email, chat features, or phone.

#### **Tips for the Organization:**

It is recommended that organizations make policies and procedures that support and encourage employee engagement mentioned above. In the short-term, make it widely known that employee engagement is a part of every day management, and that management will be trained in the skills necessary to provide the right support. As seen in this [Harvard study](#), "Only 48% of managers surveyed say they feel empowered by their organization to prioritize the mental wellness of their team..." (pg. 3).