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Everyone deserves a little couch-time.

Best Practices for Remote Work

Prof. Favor Campbell, M.S.

JFIT29

"Change how YOU see fit"

About Your Presenter:

- *Prof. Favor Campbell, M.S.*

- *Mom, Professor, Business Owner, Author, Mentor*

- *BA in Communications, MS in Sociology (the study of society & people)*

- *LOVE Coffee (Hot only, no iced)*

- *Passionate about purpose*

☐ Strategies that will enhance and establish effective communication and collaboration during times of remote work

☐ Finding balance with the lifestyle shifts that occur and the best practices to stay engaged remotely.

☐ Understanding the importance of creating an effective and comfortable home environment that creates productivity and well-being.

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Q&A

PROS

QUESTION
(Please type your responses in the chat box)

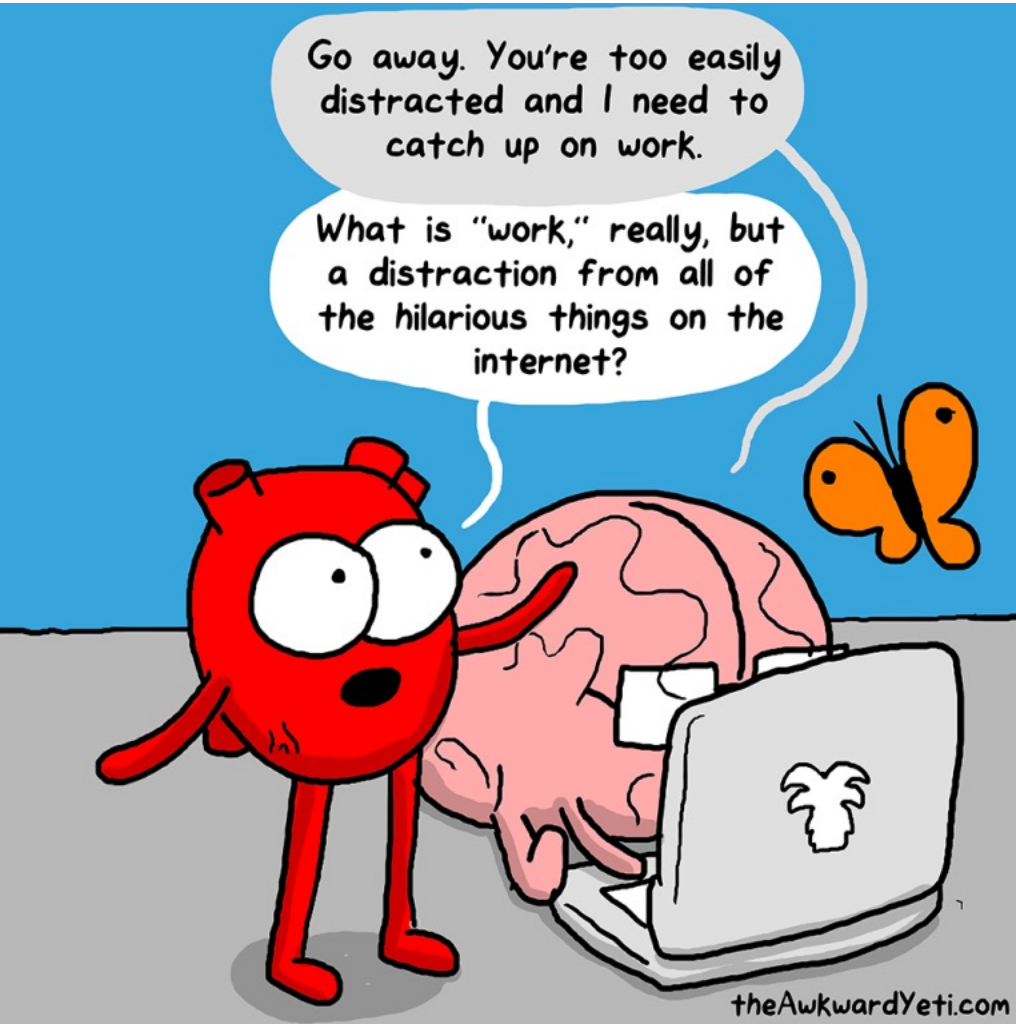**What are some positives or "pros" to remote working??**

PROS

❖Productivity

❖Access to diverse talent

❖Job satisfaction

❖Collaboration

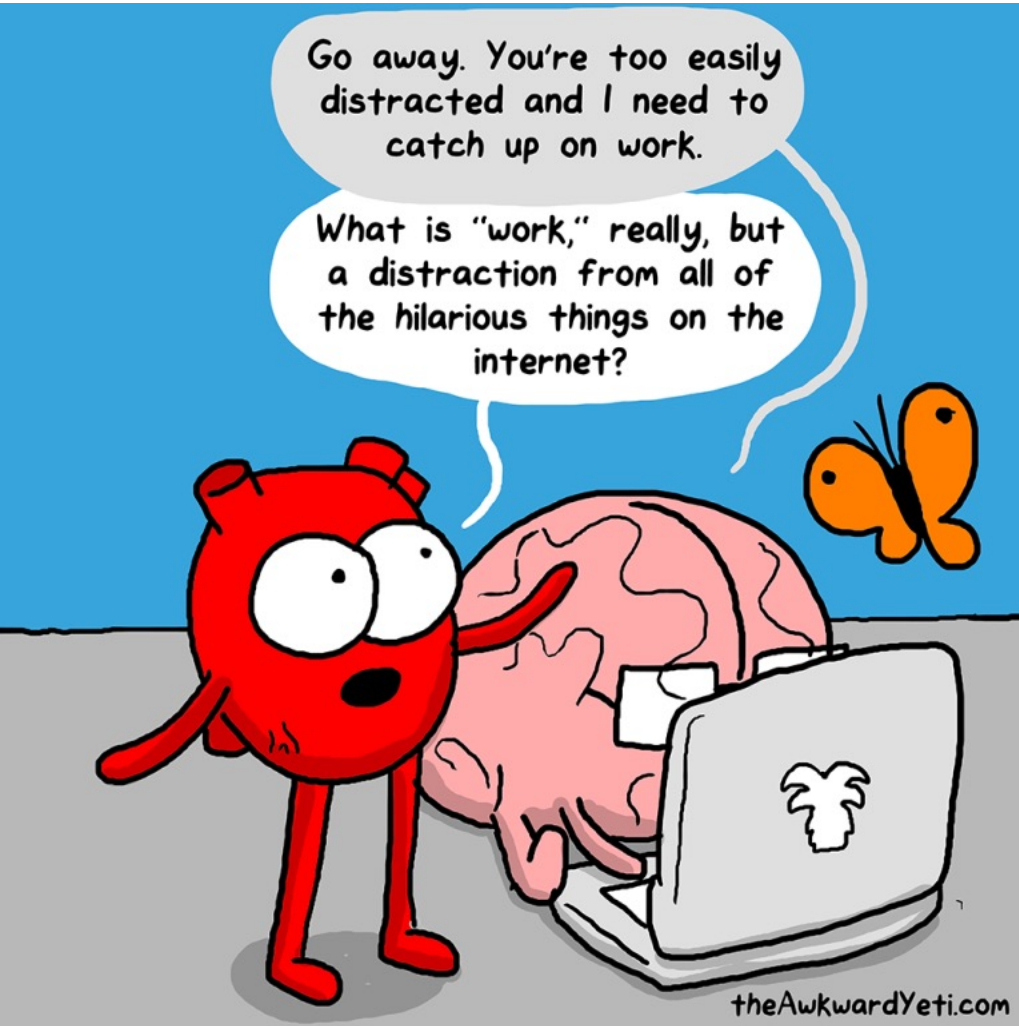❖Reduced absenteeism

❖Inclusiveness

❖Fewer distractions

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Q&A CONS

Go away. You're too easily distracted and I need to catch up on work.

What is "work," really, but a distraction from all of the hilarious things on the internet?

theAwkwardYeti.com

QUESTION
(Please type your responses in the chat box)

What are some negatives or "cons" to remote working??

CONS

Go away. You're too easily distracted and I need to catch up on work.

What is "work," really, but a distraction from all of the hilarious things on the internet?

theAwkwardYeti.com

- ❖ Distractions
- ❖ Decreased Productivity/Collaboration
- ❖ Communication Gaps
- ❖ Isolation
- ❖ Difficult to Stay Motivated
- ❖ Burnout
- ❖ Security Risks
- ❖ Technological Challenges
- ❖ Workplace Disconnect

Today's Presentation

Communication

Remote Work
Balance &
Boundaries

Practical
Work Space

Communication

Communication Challenges

Lack of face to face interaction (Miscommunication)	Lack of Accessibility	Technology malfunctions	Information Overload
Use video calls when available	Audit software for CC, recording capabilities, text to speech translation	Test equipment regularly	Prioritize tasks
Ask for confirmation and clarification	Training for employees to use software properly	Have a backup plan (especially for important meetings)	Set/have clear realistic expectations and goals
Display empathy	Watch for "Zoom fatigue"	Exploit the best technology	Set Boundaries

Solutions

Q&A

A	B	C	D
Lack of face to face interaction (Miscommunication)	**Lack of Accessibility**	**Technology malfunctions**	**Information Overload**

Have a backup plan (especially for important meetings)

Watch for "Zoom fatigue"

Prioritize tasks

Display empathy

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Remote Work Balance & Boundaries

Statistics……

❖ **69% of remote workers report increased burnout from digital communication tools.**

Forbes

❖ **53% of remote workers say it's harder to feel connected to their coworkers.**

Pew Research

❖ **48% of employees working from home say they lack emotional support.**

Mental Health America

❖ **61% of remote workers now find it more difficult to "unplug" from work during off-hours.**

Indeed

The 3 most common causes of burnout due to remote work include:

1. An inability to disconnect from work
2. Lacking workplace inspiration
3. Missing a supportive environment

An inability to disconnect from work

- The #1 cause of remote work burnout is an inability to disconnect from work.

- With the home becoming the workplace, remote work employees are often working longer hours.

Lacking workplace inspiration

- Remote work can be very isolating, which can cause stress and burnout=not wanting to work.

Missing a Supportive Environment

- Remote work statistics show that 48% of remote employees feel that they have no emotional support from their employers.

Practical Tips for Finding Balance & Staying Engaged

1. Put Some Clothes On! & Get Ready for Work
("Enclothed Cognition")

2. Set a Schedule….and Stick With It

3. Use Communication Tools to Indicate 'Online' or 'Offline'

Practical Tips for Finding Balance & Staying Engaged

4. Take Your Breaks

5. Eat a Proper Lunch

6. Don't Cancel or Move Meetings

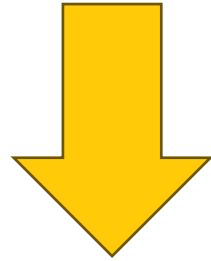7. Work in a Distinct Space from the Rest of Your Home

Q&A (Poll)

Which is NOT a practical tip for finding balance & staying engaged?

Practical Work Space

Maintaining an organized, professional, and productive workspace allows you to concentrate and remain stimulated by daily and long-term projects when working remotely.

8 Ways to Elevate Your Remote Work Space and Daily Productivity

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Ways to Elevate Your Remote Work Space and Daily Productivity

1. Organize your space

2. Prioritize privacy

3. Keep it cozy

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Ways to Elevate Your Remote Work Space and Daily Productivity

4. Separate your workspace from your living space

5. Stock up on supplies

6. Think about an ergonomic setup

7. Maximize vertical space

Waste no time

Organize your space

Reach your goals

Keep a routine

Best Practices for Remote Work

Training Provided By: Favor Campbell, Professor, Author, Entrepreneur

W.O.R.K

W — Waste No Time
Be productive and stay engaged with colleagues by using effective communication

O — Organize Your Space
Find ways to make your space your own that encourages productivity.

R — Reach Your Goals
Write down and plan your day, prioritize tasks, and have clear expectations.

K — Keep a Routine
"Enclothed Cognition" matters! Start and end your work day like any other!

**REMEMBER YOUR EAP IS HERE TO HELP!
NEELY EAP CAN ASSIST IN PROVIDING MACRO LEVEL ORGANIZATIONAL TRAINING AS WELL AS MICRO LEVEL MENTAL HEALTH SERVICES.**

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    ❑iConnect You App

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- Seven Content Divisions: Parenting, Aging, **Balancing,** Thriving, Working, Living, International

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Resources and support are right at your fingertips with your employee support program's website. The site offers options to instant message with or email our experts or browse a robust library of articles and resources to support your wellbeing at every stage of life.

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