Strategies for Handling Remote Work During COVID-19

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Rev. Frank Donio, S.A.C. and Matthew F. Manion
Remember…

We’re not just working from home.

We’re working from home in a pandemic.

If things feel different it’s because they are different.

- Karmel Choi
Common Challenges
Larson, Vroman, and Makarius, 3.18.20 HBR

• Lack of face to face supervision

• Lack of access to information and mutual knowledge

• Social isolation and loneliness

• Distractions at home
Five Remote Work Tips For Employees

1. Keep a morning routine
2. Replace your commute
3. Separate work and home space…if at all possible
4. Schedule breaks and MOVE
5. Log off
Five Remote Work Tips For Managers

- Communicate more not less
- Expect less productivity then more
- Listen more for feelings
- Clarify new norms and expectations
- Find positive emotional contagions
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What Type of Team is It?

- **Advice**
  - Recommendations, suggestions, proposals

- **Production**
  - Liturgy, sacramental prep, education

- **Project**
  - Plans, designs, reports

- **Action**
  - Missions, events, performances
Remote Strategies for Leadership Teams

Use the right tool/technology for the job

• Text, email, phone call, videoconference
• Prayer and spiritual community
• Daily “stand up” meetings
• Weekly strategy meetings
• Project meetings
• Reports and task updates
• Approvals
• Social gatherings