

# Strategies for Handling Remote Work During COVID-19

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# Remember...

***We're not just working from home.***

***We're working from home in a pandemic.***

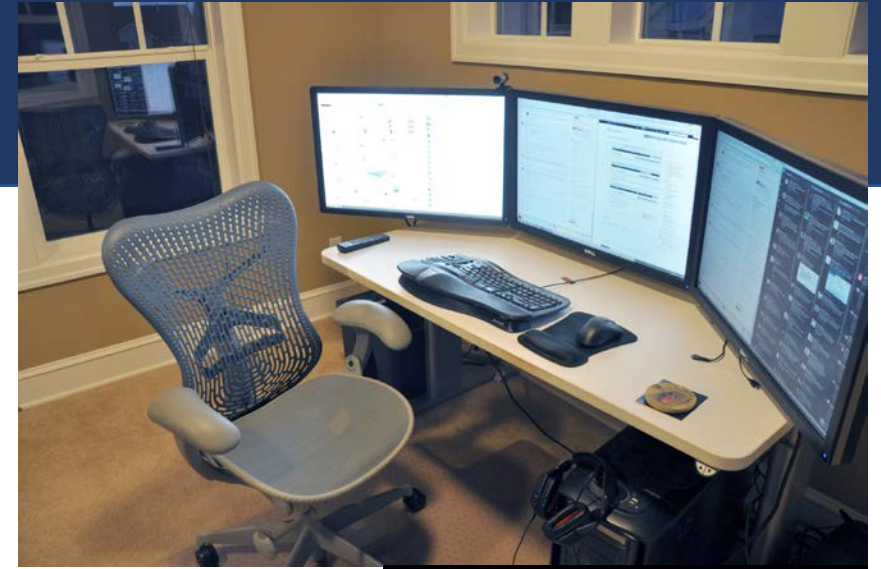
***If things feel different it's because they are different.***

**- 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



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# Five Remote Work Tips For Employees

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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 than more



Listen more for feelings



Clarify new norms and expectations



Find positive emotional contagions

# Five Remote Work Tips For Teams

*(Yes, they're the same!)*



Communicate more not less



Expect less productivity than more



Listen more for feelings



Clarify new norms and expectations



Find positive emotional contagions

# 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**