

Workers throughout the United States have had to quickly evolve into Remote Employees, many of whom have never worked from home before. Additionally, these workers are not working from home alone, which presents a litany of additional challenges. Here are some tips to help your team add structure to their day while trying to balance their work obligations with personal responsibilities.



Try to maintain routines and schedules.

Maintaining schedules tied to sleep patterns, meeting cadence, meal activity, etc. can help provide structure to days that could otherwise blend together. It is also critical to continue what used to be in-person meetings on a virtual level. Utilize video chat to maintain connectivity and avoid isolation.



Get dressed and ready for the day.

While it may be tempting to work while wearing pajamas or other non-workplace appropriate garments, taking the time to get properly dressed each day has proven to have a positive impact on productivity.



Recognize the need for flexibility in terms of when hours are worked.

The need to care for children and take other breaks during the day to tend to personal needs and familial responsibilities can turn what is usually an 8-hour “condensed” workday into one that is spread across 12 hours to accommodate these breaks. Work with managers and team members to be as flexible as possible during these very much unprecedented circumstances.



Take time to step away from screens and get fresh air if possible.

During an in-office workday, employees step away from their workstations to take breaks, attend meetings, grab lunch, etc. The importance of these work “timeouts” should not be overlooked. Try to take a short break every 70-90 minutes that includes stepping away from screens and includes fresh air if possible.



Try to set spatial boundaries with other household members.

It is to be expected that roommates, family members, pets, etc. are going to create distractions. If possible (and for many it may not be), create a workspace separate from other members of your household. Ensure they are aware of when you are actively working so that they can limit disruptions.

We are here to help. Our suite of [HR Crisis Management services](#) are designed to supply businesses with the resources and support needed to successfully continue operations, limit liability and disruptions, and keep employees healthy and safe. Please reach out to us at info@operationsinc.com for more information.