



# **REMOTE WORKER WELL-BEING: MANAGING YOUR TIME, ENERGY, AND ORGANIZATION**

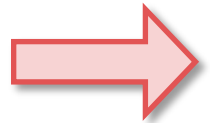
**A WEBINAR FOR EMPLOYEES FROM YOUR  
EMPLOYEE ASSISTANCE PROGRAM**

March 9, 2022

# POLL 1

*How often do you currently telework?*

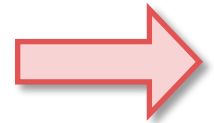
Select an answer from the polling panel, then click **Submit**.



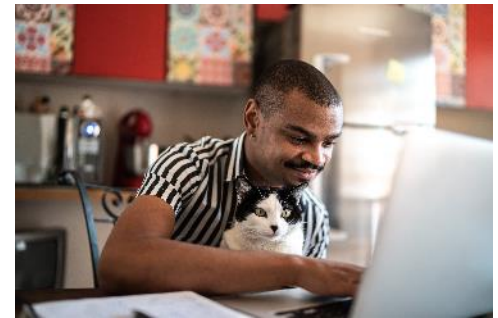
## POLL 2

*If you telework full- or part-time, how new is it for you?*

Select an answer from the polling panel, then click **Submit**.



# INTRODUCTION



# OBJECTIVES

- Review the evolution of remote work
- Discuss challenges and benefits
- Provide tips and tools for teleworking successfully

# DEFINITION OF TELECOMMUTE/TELEWORK

An alternative work arrangement in which employees perform tasks elsewhere that are normally done in a primary or central workplace, for at least some portion of their work schedule, using electronic media to interact with others inside and outside the organization.

Bailey and Kurland, 2002



U.S. Office of  
Personnel Management

A work flexibility arrangement under which an employee performs the duties and responsibilities . . . from an approved worksite other than the location from which the employee would otherwise work.

SECTION 1

# EVOLUTION, CHALLENGES, AND BENEFITS

# THE EVOLUTION OF REMOTE WORK

1970s

Work-at-home (WAH) policies developed as a result of increasing gas prices

2000s

Technology made WAH more common

2020

Office workers packed up laptops overnight to start WAH

97%

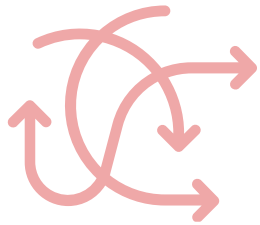
Of remote workers do not wish to return to in-person full-time

61%

Of those, prefer to work fully remote



# CHALLENGES OF REMOTE WORK



Lack of structure



Distractions



Blurred boundaries



Isolation



Decreased physical activity



Zoom fatigue



Tele-pressure



Presenteeism



Resources / equipment



Security of information

# BENEFITS OF REMOTE WORK



Little or no commute



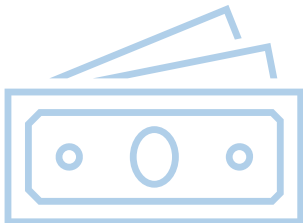
Flexible living location



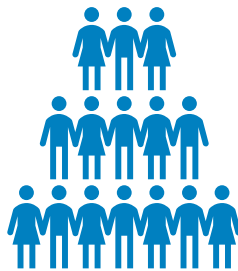
Flexible hours



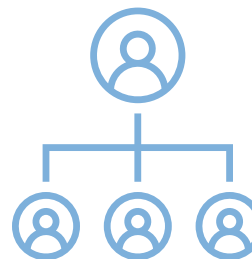
Decreased stress



Dual income households unaffected by relocation



Expanded talent pool



Reduced attrition

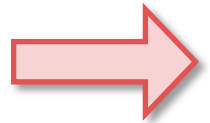


Fewer interruptions

# POLL 3

*For me, the ideal work schedule would be:*

Select an answer from the polling panel, then click **Submit**.



SECTION 2

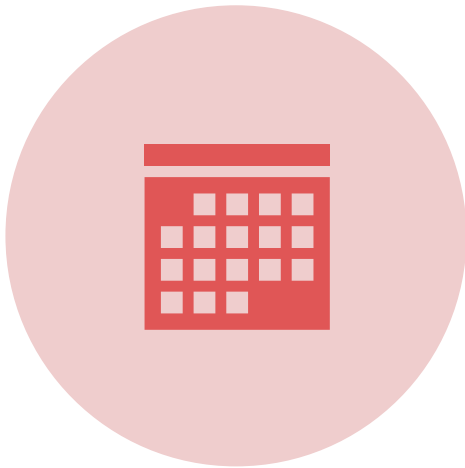
# TOOLS FOR SUCCESS

# TOOLS FOR SUCCESS



# TOOLS FOR SUCCESS

## Time



KEEP A REGULAR  
SCHEDULE AND ROUTINE



TAKE BREAKS  
AND TIME OFF

# TOOLS FOR SUCCESS

## Energy



MAINTAIN HYGIENE  
AND HEALTH



STAY ACTIVE



RELAX

# TOOLS FOR SUCCESS

## Organization



SET BOUNDARIES  
FOR YOUR WORK  
SCHEDULE



SET BOUNDARIES  
FOR YOUR  
WORKSPACE



ADJUST YOUR  
ENVIRONMENT



# TOOLS FOR SUCCESS

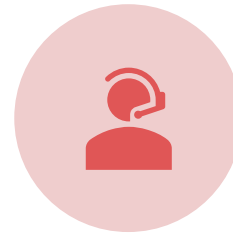
## Productivity



STAY  
CONNECTED



KEEP  
INFORMED



MANAGE TELE-  
PRESSURE

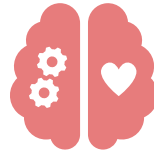


SET THE  
BUSINESS TONE

# MANAGEMENT CONSIDERATIONS

---

Show empathy



Encourage wellness

---

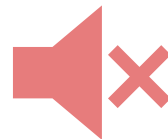
Foster connection



Consider zoom fatigue

---

Provide resources and equipment



Support quiet hours

---

# SUMMARY



# RESOURCES

## Books

- ***Working Remotely: Secrets to Success for Employees on Distributed Teams***
  - H. Gordon and M. Webber, 2020
- ***Work-From-Home Hacks: 500+ Easy Ways to get Organized, Stay Productive and Maintain a Work-Life Balance While Working from Home***
  - A. Frost, 2020

## Podcasts

- Remotely Working  
[remotelyworking.net](https://remotelyworking.net)
  - Episodes 1-16
- WorkLife with Adam Grant  
[ted.com/series/worklife\\_with\\_adam\\_grant](https://ted.com/series/worklife_with_adam_grant)

## Websites

- Verywell Mind  
[verywellmind.com](https://www.verywellmind.com)
- National Institutes of Health  
[nih.gov](https://www.nih.gov)
- Workplace Mental Health  
[workplacementalhealth.org](https://www.workplacementalhealth.org)

## Apps

- 7 Minute Workout  
[iOS](#) | [Android](#)
- Stand Up! The Work Break Timer  
[iOS only](#)
- Insight Timer  
[iOS](#) | [Android](#)
- myNoise  
[iOS](#) | [Android](#)

# THANK YOU



## Behavioral Health Services Employee Assistance and WorkLife Programs

24 HOURS A DAY

**800-222-0364**

TTY: 888-262-7848

**[foh4you.com](http://foh4you.com)**



# CERTIFICATE OF WEBINAR PARTICIPATION

is hereby granted to



for the completion of the following one-hour presentation offered by your Employee Assistance Program

## REMOTE WORKER WELL-BEING: MANAGING YOUR TIME, ENERGY, AND ORGANIZATION

Date:

