

# How to Support Coworkers (and Yourself) While Working Remotely

Tips for staying connected even when working from home

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## Daily Check-Ins

Many successful remote workers have good communication with other workers. This could take the form of a series of one-on-one calls, if you work more independently from others, or a team call, if work is highly collaborative. The important feature is that the calls are regular and predictable, and that they are a forum in which everyone knows that their concerns and questions will be heard.

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## Encouragement and Support

Especially in the context of an abrupt shift to remote work, it is important to acknowledge stress, anxieties and concerns you have. If you have concerns, speak with your manager who likely has tips on how to handle certain situations. If you notice a coworker stressing about work, make sure to check in with them and ask how they are doing.

3

## Remote Social Interactions

Structure ways to interact socially (that is, have informal conversations about non-work topics) while working remotely. This is true for all remote workers, but particularly so for workers who have been abruptly transitioned out of the office. The easiest way to establish some basic social interaction is to leave some time at the beginning of team calls just for non-work items. Even after work, host a happy hour to talk and relax.

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## Use More Than Just Email

Remote workers benefit from having a "richer" technology, such as video conferencing, that gives participants many of the visual cues that they would have if they were face-to-face. Video conferencing has many advantages, especially for smaller groups: Visual cues allow for increased "mutual knowledge" about coworkers and also help reduce the sense of isolation among teams.