

Staying Engaged while Working Remotely

Working from home for extended periods of time can be challenging, particularly regarding well-being, team health, and overall engagement. As such, RDA's Engagement Committee conducted research to provide these informed tips to stay healthy and engaged while working remotely.

INDIVIDUAL-LEVEL ENGAGEMENT



Maintain a Routine

- Set a consistent schedule to start & end work
- Get dressed for the day
- Re-purpose your commute time for new habits
- Set aside time for lunch
- Maintain your "go home/just got home" routine (e.g., clear desk, tidy to-do list, log time, change clothes)



Schedule Breaks & Actually Take Them

- Get away from your screen and change your scene
- Get your blood flowing—take short walks, stretch, engage in brief workouts
- Practice eye strain exercises
- Change your headspace—meditate, water your plants, call an available friend or family member



Share Weekly Forecast & Accomplishments

- Start the week by sending your supervisor/team your goals for the week (a day-by-day list is best) to establish milestones and help distinguish days of the week
- At the end the week, share your list of accomplishments, no matter how big or small—these help us gain a sense of forward momentum

TEAM-LEVEL ENGAGEMENT



Communicate More Frequently

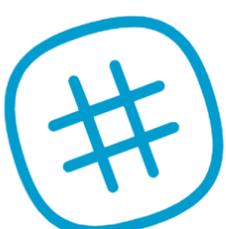
- Create a chat group or channel with your project team for small check-ins
- Conduct video meetings when discussing gnarly topics or meeting for more than 30 minutes
- Try walking phone meetings when meeting for 30 minutes or less



Actively Participate in Meetings

- Pose a check-in question to bolster social connection during team meetings
- Avoid eating during phone meetings, especially crunchy things, to minimize sound distortion
- Minimize inactive windows on your computer when in meetings so you don't get distracted

ORGANIZATION-LEVEL ENGAGEMENT



Leverage Venues for Social Connection

- Read internal communications to stay abreast of what's going on in your organization
- Contribute appreciations and accomplishments to your internal newsletter or other communication channels
- Invite staff outside your team to a virtual coffee, lunch, or other break
- Water cooler replacement ideas: Morning Coffee & Check-In Question, Lunchtime Munch & Mingle, Afternoon Animal Meet-and-Greet, Evening Happy Hour