Change is stressful, and right now our teams are experiencing change in all aspects of their lives. As supervisors, how we support our teams can make all the difference. Here are some helpful tips in supporting your staff as they transition to working from home:

- Encourage your staff to take care of themselves. Like the flight attendants say, put on your oxygen mask before assisting others. Many employees are now home with partners, children they are trying to homeschool, and pets. They are also managing a list of potential financial and health worries. Being isolated can impact individuals’ mental health at different levels, so encourage your staff to take time for themselves, whether that is an online workout, walk around outside for fresh air, or time to read.
- Encourage your staff to create a dedicated workspace. Creating a space dedicated to work, as opposed to the couch, can be helpful in terms of maintaining productivity.
- Mentally prepare in the morning for the workday. Setting an alarm, getting dressed, and having your morning coffee can set the tone for your team’s day.
- Create a to do list and give your staff grace. It’s important to set clear expectations and outline what projects or goals you expect your staff to complete. Refer back to this project list as a helpful way for staff to track their time.
- Maintain regular hours as much as possible. Setting a schedule helps your staff maintain a healthy balance. Although one of the benefits of working from home is flexibility, it is important as a supervisor to set clear guidelines when workdays should begin and end for your staff. And, if needed, individualizing plans for those with unique circumstances.
- Schedule lunch and breaks. It can be easy to work through lunch, but give yourself a break to reset and refocus for the rest of your workday. It is important to take a break to walk or stretch; as well as breaks for your eyes from screens and staring at your devices all day.
- Utilize technology effectively. Use Microsoft Teams, Zoom, Skype, or whichever platform your team feels most comfortable with to host video chats, team meetings, and video conferencing for one-on-ones.
- Allow your team to remain connected beyond just emails and phone calls. Utilizing digital task lists to organize projects can be incredibly helpful.
- Over communicate. Working remotely requires us to over communicate. Telling staff about your availability and schedule often will be helpful, especially as some staff will need to alter their work hours to accommodate family needs.
- Breathe. Don’t forget to take time for yourself. We’ll all make it through these trying times together.
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