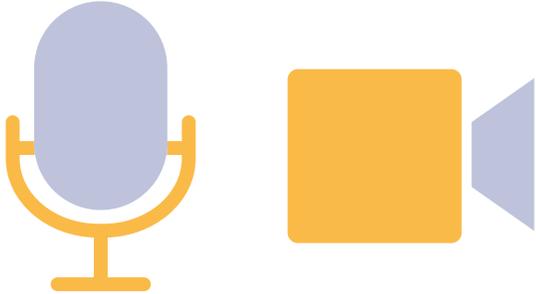




# WORKING REMOTELY FOR SMALL BUSINESSES

A GUIDE TO KEEPING YOUR TEAM  
SUPPORTED AND ENGAGED





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# CREATE A REMOTE WORK ENVIRONMENT

Working remotely is on the rise. As this becomes more common, business owners and leaders need to find creative ways to build routines and camaraderie for their teams. Through a combination of flexibility, trust and consistency, you can create an environment that maximizes your team's productivity and communication.

Get started with these tips for establishing a remote routine.

## KEEP WORK AND HOME AREAS SEPARATE

When you enter your "work" area, your mind goes into productive mode. Your "home" area is then saved for relaxation, ensuring you can fully wind down without any trigger or reminders of work stress. In smaller spaces, even a simple change like using a different chair can make all the difference.

## TAKE BREAKS REGULARLY

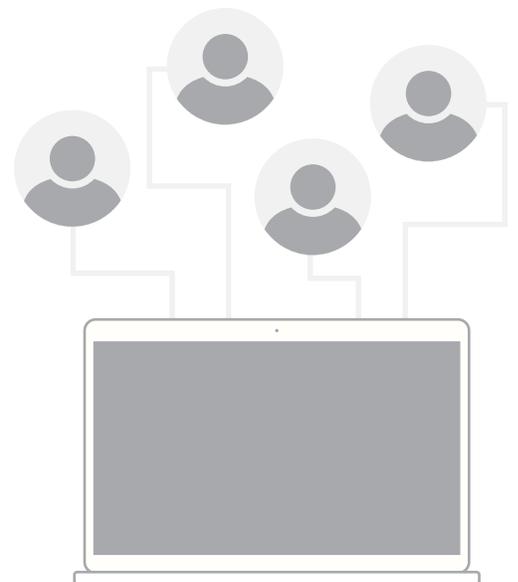
Proactively take breaks to avoid burnout. Go on a short walk, do some light stretching or quickly check in with friends or family.

## COMMUNICATE YOUR AVAILABILITY

Keep your calendar updated so others are aware of prior commitments.

## ELIMINATE DISTRACTIONS

Shut doors and create boundaries. Close tabs you're not actively using and pause notifications—including social media.



# SUPPORT YOUR TEAM

Managing a team remotely comes with challenges. Without face-to-face contact, it can be more difficult to establish personal connections and build trust with coworkers. Many are also taking on new responsibilities, such as managing childcare or becoming a caregiver.

Use these recommendations to ensure your team feels supported, productive, and engaged.

## SCHEDULE CHECK-INS

- Encourage team members to share feedback on work projects
- Ask how the team can provide support or work more collaboratively

## INCREASE RECOGNITION

- Publicly acknowledge great work
- Offer development opportunities if possible

## SET MILESTONES

- Practice transparency with timely updates
- Use dedicated channels like Zoom Chat or Microsoft Teams for regular communication

## CREATE WATERCOOLER MOMENTS

- Check in before team meetings
- Schedule team activities in intervals or at hours accessible to all team members

# BUILD STRONG RELATIONSHIPS

Creating an environment where people with different interests can bond over a shared experience is crucial to cultivating strong relationships with your team.

Use this worksheet to plan ways you can create intimate moments to help your team feel supported and engaged.

**WEEKLY ACTIVITIES**

Happy Hour

Monday motivation meeting

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**SURPRISE & DELIGHT**

Birthday celebrations

Send care packages

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**VIRTUAL CLUBS**

Book club

Parenting club

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EXPLORE MORE RESOURCES

[ToryBurchFoundation.org](https://ToryBurchFoundation.org)



IN COLLABORATION WITH **zoom**