**FLEXIBILITY**

Be patient and adaptable with your employees

In our current environment, the line between work and home is blurrier than ever. We each have responsibilities to ourselves, our loved ones, the Law School, and our colleagues. Some of us, and our employees, may have sole or shared responsibility to care for children or family members in the home. If you haven’t already, sit down with your team and discuss their obligations at home and their thoughts on how to fulfill the demands of their role while balancing the demands of their lives – be open to expanding your view of the typical workweek and focus on outcomes where possible.

**BOUNDARIES**

For yourself

Set aside time in your day to care for yourself and your obligations at home. Book that time in advance and have proactive conversations with your manager about the time you’re setting aside. Be sure to take time to get up, move around, refresh and refocus, before returning to your work. When your work day ends, try to create some distance when you can from your workstation and your inbox. Everyone needs time to recharge. Remember vacations? Even with limited travel options, don’t forget the importance of taking your hard earned time to refresh, reconnect and refocus.

For your team

After you’ve discussed with and agreed to a schedule for your employees, make note of it somewhere so you can help them to maintain those boundaries. Avoid setting meetings during their time away from work – in cases where it’s unavoidable, send a courtesy email in advance acknowledging the request is outside of their schedule but necessary. If you’re answering emails later in the evening or overnight (you know who you are ;-) consider using the delayed delivery function so that the emails sends during traditional business hours. Our employees take their lead from us in many cases and an 11:00 p.m. email may not require a response, but they may feel obligated to respond promptly.

For your clients

Be sure to update your out of office and/or e-mail signature with your hours of availability, particularly if they are outside of traditional working hours. For your team, ensure their service hours are posted on your webpage and are otherwise easily accessible to students, faculty or staff who may be seeking your teams’ assistance.

**CLEAR DIRECTION**

Expectations & deadlines

When assigning work to your team, discuss your expectations of when the work needs to be completed. This gives employees the opportunity to prioritize their own work and better understand when you need tasks to be done. Consider whether ‘by close of business’ or ‘start of business’ on the next day is the appropriate deadline.

**WE’RE ALL HUMAN**

Check in

Don’t forget pleasantries. When we see someone face to face, we ask ‘How are you?’ “How is the your family?” While it can be more challenging to feel the connection we feel when in person, don’t miss an opportunity to show that you care and ask how your colleagues are doing.

We’re here for you

This is not easy. We understand and are here to support you. Please feel free to reach out to the HLS HR Team if you need any help tackling remote work/life for yourself or your employees.
REMOTE WORK/LIFE TIPS
TIPS FOR EMPLOYEES

FLEXIBILITY

Be patient and adaptable with yourself and your colleagues

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BOUNDARIES

For yourself

Set aside time in your day to care for yourself and your obligations at home. Book that time in advance and have proactive conversations with your manager and your team about the time you’re setting aside. Consider updating your out of office and/or e-mail signature with your hours of availability, particularly if they are outside of traditional working hours.

For your colleagues

Avoid setting meetings outside of your colleagues working hours. If you’re not aware of their hours, it’s ok to ask. In any case, avoid setting meetings during lunch, or outside of the traditional 9:00 a.m. to 5:00 p.m. without first checking in to see if it’s ok.

For your family/roommates

Find a space that works for you and discuss your needs with your family or roommates. Have an important meeting? Let them know in advance. Post your schedule for the day on the fridge or the door of your office so your household knows when you’ll be available. Sometimes, your loved ones need you regardless of whether you’re available—discuss how they can best let you know that if you’re in a meeting.

GIVE YOURSELF SPACE

Take a break

During the work day, be sure to take time to get up, move around, refresh and refocus, before returning to your work. When your work day ends, try to create some distance when you can from your workstation and your inbox. Everyone needs time to recharge. Remember vacations? Even with limited travel options, don’t forget the importance of taking your hard earned time to refresh, reconnect and refocus.

WE’RE ALL HUMAN

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Don’t forget pleasantries. When we see someone face to face, we ask “How are you?” “How are the family?” While it can be more challenging to feel the connection we feel when in person, don’t miss an opportunity to show that you care and ask how your colleagues are doing.

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