

# How to Stay Productive and Engaged When Working Remotely

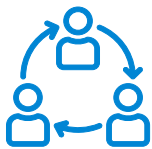
Many companies around the world have recently rolled out mandatory work-from-home policies amid the spread of COVID-19. This may be a new experience for you and your team – and for your clients – who may feel increasingly anxious and concerned.

Here are some tips to help you stay productive and engaged as you navigate your business remotely.



## In your new environment

- If you're not already working from home, bring laptops, power cords, and other necessities home every day, so you're prepared in the event your plans quickly change.
- Be sure your VPN is up to date and available on your phone, iPad, computer, or any other device you plan to use for work.
- Create a dedicated space in your home where you can focus on your work.
- Keep your cell phone nearby and charged to field calls and texts from employees and clients.
- Stick to a routine. Try to maintain your normal work schedule and office hours.
- Once your day ends, try to separate yourself mentally and physically from your office space.
- Maintain your mental health by getting outside when you can and using technology to stay in touch with family members and friends, near and far.



## With your team

- Create and share a directory of relevant contact information for employees that includes the cell or home phone numbers where they prefer to be reached.
- Keep calendars updated with meetings and other plans, so that everyone knows who is off, sick, or working from home.
- Leverage WebEx, Zoom, or other preferred video-conferencing tools to stay in touch.
- Offer virtual "office hours" where you can be available to your team via an open WebEx line to address any questions or concerns.
- Have virtual team "check-ins" on a regular basis to stay connected, by phone or video.
- Instant messaging is key for quick questions and conversations. Be sure your preferred, approved tool is always up and running to easily enable real-time collaboration.



## With your clients

- Turn up the proactive communication with your clients. Over-communicating in times like these is important to help ease their concerns. They need to know you're there for them.
- Share your office plans with your clients so they know how to reach you and how you plan to carry out business through this time.
- Make sure your cell phone number is in your signature and email contact settings.
- Implement a "camera-on" policy to help your clients feel more connected to you.
  - + Pick a professional setting for your camera's background.
  - + Minimize background noise.
  - + Conduct yourself like you are meeting face-to-face.
- Share virtual resources with your clients to help demonstrate the value of your advice in uncertain markets and to help them understand the decisions you're making.



Don't miss the latest insights from the Envestnet team. Visit the [Envestnet Institute](https://www.envestnetinstitute.com) to access on-demand resources from a variety of asset managers in one consolidated location, including webinars, articles, podcasts, and more. Follow us on social media for news and other updates:

[www.envestnetinstitute.com](https://www.envestnetinstitute.com)

  
/Envestnet

  
@ENVIntel

  
/Envestnet

  
@Envestnet

  
@Envestnet