



Address Loneliness in Remote Work Checklist

Read the following suggestions and check the ones that you can apply immediately to create a more connected, supportive and engaging work environment that helps mitigate feelings of loneliness among employees.

- _____ 1. Schedule regular one-to-one check-ins to encourage connection and support.
- _____ 2. Create and model a norm for open communication where anyone can share ideas without judgment.
- _____ 3. Emphasize the value of diverse perspectives and experiences to help everyone feel included and respected.
- _____ 4. Recognize and celebrate achievements and contributions of team members.
- _____ 5. In private, share specific appreciation for a job well-done at an individual level.
- _____ 6. Organize virtual events such as happy hours, coffee breaks or social interactions to kick-off staff meetings.
- _____ 7. Use collaboration tools that facilitate interaction among team members and to keep everyone up to date with projects.
- _____ 8. Encourage employees to set boundaries for work and personal time (integration of work and life).
- _____ 9. Explain mental health resource benefits and what employee assistance programs may exist.
- _____ 10. Be authentic in sharing when you might have experienced your own isolation, feelings of loneliness or health challenges.
- _____ 11. Without judgment, encourage employees to express and approach you with any personal issues or concerns.
- _____ 12. Design cross-functional or cross-team projects to ensure employees have opportunities to get to know and work with each other.
- _____ 13. Work with internal resources to create mentorship, onboarding and pairings with more experienced employees.
- _____ 14. Provide team learning experiences for both individual and team growth and development.
- _____ 15. Meet with each employee to discuss career paths and individual development plans.
- _____ 16. Ask about workload and deadlines to ensure that work is distributed evenly.
- _____ 17. Encourage team members to ask for help and to provide support for each other.
- _____ 18. Gather feedback using surveys that are administered anonymously.
- _____ 19. Respond to feedback by asking for clarification to ensure understanding, and then act on what might be changed and/or improved.
- _____ 20. Build an inclusive culture where employees feel heard, connected and valued.