

**Links to resources we hope you will find helpful during the COVID-19 crisis**

**1. Working remotely**

a) On campus resources

- [\*\*Keep Working: Remote Work and Collaboration Tools – Technology Services\*\*](#)  
This site provides information about using technology resources to collaborate with others across multiple locations and to reach certain campus resources that may be needed for accomplishing work tasks off-campus.
- [\*\*Keep Teaching: Five Steps to Finish Up Spring Successfully – Center for Excellence in Teaching & Learning\*\*](#)  
Use the five-step processes to finish out the semester successfully and begin planning for summer.
- [\*\*Keep Learning: Preparing to Learn Online – Going to Online Classes in Five Steps - Center for Excellence in Teaching & Learning\*\*](#)  
Use this Five-Step Strategy to transition to online instruction.
- [\*\*Technology Tools to Transition to Teleworking – Technology Services\*\*](#)  
This chart helps you choose what tools and technologies to use to complete your office tasks from home.

b) Offline resources

- [\*\*Best Practices: How to Work Remotely – CISCO Webex\*\*](#)  
Join this class and learn new ways to feel less isolated, stay focused, and be productive.

**2. Managing your team remotely**

a) Online resources

- [\*\*Remote Working: Setting Yourself and Your Teams Up for Success – LinkedIn Learning\*\*](#)  
Optimize working remotely, whether you are new to remote work or not, and whether you are leading a team or a part of a team involving distributed team members.

- [\*\*Managing Virtual Teams – LinkedIn Learning\*\*](#)  
In this course, instructor Phil Gold provides managers with a clear approach for getting the most out of their remote teams.
- [\*\*Managing Remote Workers Will Hone Your Leadership Skills If You Follow These Rules – Business Insider\*\*](#)  
Learning how to manage remote workers can turn you into a better, more balanced leader.
- [\*\*7 Tips for Managing Working-From-Home Teams, From an All-Remote Company- Forbes\*\*](#)  
How to keep home-based employees happy and productive.

### 3. **Managing Stress**

a) On campus resources

- [\*\*How to Cope with Stress During Times of Uncertainty – Counseling & Testing Center\*\*](#)  
Many people are searching for ways to manage stress during this time of uncertainty. This link provides some tips to help.
- [\*\*Ashby Offers Eight Tips for Managing Stress – News Hub\*\*](#)  
These tips are for people managing stress in the face of shelter-in-place orders and social distancing.

b) Online resources

- [\*\*Worried Sick: Fighting Stress and Anxiety in the Midst of COVID-19 – Columbia University Medical Irving Center\*\*](#)  
If you are feeling stressed or anxious about COVID-19, you ought to know that you are not alone.
- [\*\*Managing Your Mental Health Amidst COVID-19 - Forbes\*\*](#)  
People cope in different ways. What is desperately needed is methods to manage mental health and the stress that comes with COVID-19.
- [\*\*In Stressful Times, Make Stress Work for You - NYTimes\*\*](#)  
Research shows we can actually use stress to improve our health and well-being. Here is how.
- [\*\*Stressed About COVID-19? Here is What Can Help- John Hopkins Medicine\*\*](#)  
Information on mindfulness and how to talk to your children about COVID-19.
- [\*\*Coping with Fatigue, Fear, and Panic During a Crisis – Harvard Business Review\*\*](#)  
Tips on self-care and building resilience during the COVID-19 crisis.