TIPS FOR MANAGING REMOTE AUTISTIC EMPLOYEES

COMMUNICATION

- Preview all anticipated changes, to the extent possible
- Establish regular one on one meetings to prioritize daily and weekly To Do's
  - Provide clear goals and guidelines for work hours, response times, to emails/text/calls, daily deliverables, etc.
- Establish predictable daily schedule
  - Morning update, end of day recap
  - Provide frequent and specific project goals and due dates including the estimated times to complete tasks
  - Built in breaks (i.e. 5 minutes every half hour)
- Establish protocol for non-scheduled communication with manager and colleagues
  - Shared calendars
  - Notification when unavailable/busy
  - Provide prior notice of any unscheduled phone calls
- Explicitly encourage staff to share challenges and ask questions
- Provide venue for regular and recurring dialogue with the whole team
  - Team leader to send end of day recap to group
  - Integrate wellness checks into regular update - how is everyone doing?
  - Create individual and team recognition opportunities
  - Share any positive feedback from customers/internal teams
  - Schedule "water cooler" time to share non-business related topics and engage in social activities

TOOLS FOR SUCCESSFUL REMOTE WORK

- Slack, Trello or Basecamp (Project Management)
- Zoom, Skype, Webex (Video conferencing)
- Toggl and Time Doctor (Time trackers)

ANXIETY SUPPORT

- Clearly communicate schedule, dress code, appropriate work space
- Suggest short breaks to regulate emotions
- Allow time for therapeutic support as necessary
- Acknowledge and validate feelings of uncertainty
- Minimize exposure to stress-producing news
- Avoid information overload
- Encourage exercise