



# Checklist: Building Emotional Proximity While Working Remote

## Purpose:

To help remote workers and leaders intentionally create emotional closeness, trust, and empathy — even when physical distance separates the team.

Use this checklist weekly or monthly to evaluate how emotionally connected your remote workplace truly feels.

## Section 1: Personal Emotional Awareness

*Connection starts with self-awareness.*

### ✓ Action

### Reflection

- I take time daily to check in with my emotions before starting work.
- I'm aware of how my mood affects my communication with others.
- I pause and respond thoughtfully instead of reacting impulsively.
- I acknowledge when I feel isolated or disconnected.
- I set healthy work-life boundaries to protect my emotional well-being.
- I regularly express appreciation or encouragement to teammates.

★ Goal: Stay emotionally grounded to show up authentically for others.



## Remote Work Emotional Proximity Checklist

### Section 2: Communication and Connection Habits

*Emotional proximity grows through intentional communication.*

#### ✓ Action

#### Reflection

- I start meetings with a brief personal check-in or icebreaker.
- I actively listen — without multitasking — during virtual calls.
- I use video or voice when possible to humanize communication.
- I express empathy when colleagues share personal challenges.
- I send messages of encouragement or appreciation regularly.
- I'm mindful of tone and clarity in written communication.
- I encourage open dialogue instead of task-only conversations.

★ Goal: Communicate to connect, not just to complete tasks.

### Section 3: Building Team Trust and Safety

*Emotional proximity requires an atmosphere of psychological safety.*

#### ✓ Action

#### Reflection

- I foster an environment where mistakes are seen as learning opportunities.
- I share my own challenges or struggles to model vulnerability.
- I ensure all voices are heard during meetings, not just the loudest ones.
- I encourage respectful disagreement and curiosity.
- I follow through on commitments to build reliability and trust.
- I celebrate small wins and team milestones.

★ Goal: Create a digital workspace where everyone feels seen, safe, and valued.



## Remote Work Emotional Proximity Checklist

### Section 4: Fostering Human Moments

*Small personal interactions create big emotional impact.*

#### ✓ Action

#### Reflection

- I schedule regular “virtual coffee” or non-work chats with teammates.
- I recognize birthdays, milestones, or personal achievements.
- I encourage informal channels for connection (chat groups, memes, hobbies).
- I practice genuine curiosity about teammates’ lives outside work.
- I use humor and warmth to make virtual spaces feel more human.
- I start or join small traditions that bring joy to the team.

★ Goal: Replace lost hallway moments with intentional digital warmth.

### Section 5: Leadership and Empathetic Guidance

*For managers and leaders seeking to nurture emotional proximity.*

#### ✓ Action

#### Reflection

- I hold consistent one-on-one check-ins focused on well-being, not just performance.
- I ask open-ended questions like “How are you, really?”
- I recognize emotional labor and burnout early.
- I express appreciation publicly and personally.
- I set clear expectations to reduce anxiety and confusion.
- I lead with transparency and emotional honesty.
- I provide flexibility to support mental and emotional health.

★ Goal: Lead with empathy — people first, productivity second.



## Remote Work Emotional Proximity Checklist

### Section 6: Technology and Connection Tools

*Use digital tools to bridge hearts, not just share files.*

✓ Action

Reflection

- I use video intentionally — for connection, not control.
- I encourage use of reaction emojis, GIFs, or casual expressions to show emotion.
- I create or join online collaboration spaces that feel inclusive and creative.
- I take short breaks from screens to avoid digital fatigue.
- I check in with teammates who seem less responsive or disengaged.
- I balance efficiency tools (Slack, Asana) with social tools (Teams chat, virtual lounges).

★ Goal: Use technology as a bridge for empathy, not a barrier.

### Section 7: Self-Care and Emotional Recharge

*You can't pour from an empty cup — recharge regularly.*

✓ Action

Reflection

- I take breaks between meetings to reset mentally.
- I move my body or stretch daily to reduce stress.
- I maintain hobbies and social connections outside work.
- I protect personal time after work hours.
- I practice gratitude at the end of each day.
- I seek support when I feel emotionally drained.

★ Goal: Sustain emotional proximity through balance and self-kindness.



## Remote Work Emotional Proximity Checklist

### Scoring Guide (Optional Self-Assessment)

Score	Meaning
40–50 checks	You're an emotionally connected remote worker or leader — keep nurturing it!
30–39 checks	You're on the right path — focus on consistency and deeper empathy.
20–29 checks	Some connection gaps exist — prioritize regular communication and trust-building.
Below 20 checks	Emotional distance may be affecting collaboration — begin with small, daily connection habits.

### Reflection Prompts

After completing the checklist, reflect on:

1. When do I feel most emotionally connected while working remotely?
2. Who on my team could use more personal connection or encouragement?
3. What one new habit can I start this week to improve emotional proximity?

### Closing Thought

“Distance doesn’t disconnect people — disinterest does. Emotional proximity is built one genuine moment at a time.”

Stay curious, stay kind, and make space for emotion in your digital workspace. That’s how remote teams become real teams.