

Template: Mental Health Support Checklist for Remote Work

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Based on Article: "Understanding the Importance of Mental Health Support in Remote Work"

Website: <https://remotesuccesshub.com/>

A practical checklist to ensure mental health support is integrated into remote work practices.

Checklist Items:

- 1. Implement Regular Check-Ins**
Schedule regular one-on-one check-ins with team members to create informal space for discussion about workload and well-being.
Reference Section: Recognizing the warning signs before productivity drops
- 2. Establish Clear Work-Life Boundaries**
Set clear norms regarding working hours to ensure team members can disconnect and recharge without guilt.
Reference Section: What if remote work flexibility is hiding a mental health problem?
- 3. Monitor Communication Patterns**
Pay attention to any changes in communication, such as delayed responses or decreased interactions, to identify potential withdrawal.
Reference Section: Common mental health signals in remote employees
- 4. Encourage Breaks and Downtime**
Encourage team members to take breaks throughout the day and respect their time off to prevent burnout.
Reference Section: What effective support for remote employees actually looks like
- 5. Provide Access to Mental Health Resources**
Ensure employees have access to Employee Assistance Programs (EAP) and mental health platforms for confidential support.
Reference Section: What if remote work flexibility is hiding a mental health problem?
- 6. Recognize Signs of Increased Stress**
Look for indicators such as increased anxiety or irritability in communication and behavior as signs of stress.
Reference Section: Recognizing the warning signs before productivity drops
- 7. Promote a Culture of Openness**
Foster an environment where team members feel safe to talk about their mental health and ask for help when needed.
Reference Section: What effective support for remote employees actually looks like
- 8. Train Managers to Spot Changes**
Provide training for managers on how to recognize and address behavioral changes in team members early on.
Reference Section: What if remote work flexibility is hiding a mental health problem?
- 9. Utilize Wellness Tools**
Incorporate wellness tools like meditation apps into the workplace resources to help employees manage stress.
Reference Section: Tools and systems that make wellness support scalable