You find it challenging to balance the need for productivity to meet mission needs and leadership vision with the reality that employees may feel uncomfortable returning to the office and may not be working to their fullest.

_A Possible Approach:_ Focus on the mission and productivity by thinking about how to balance employee motivation and productivity. Remind your leader that employees’ motivation is critical and is a balance of getting things done, by making sure employees are engaged enough to do their jobs.

**DO:**
- Start to address the situation by being compassionate towards yourself, and by having self-empathy. (_See the Gratitude Tool_)
- Consider having a candid conversation with your leader. During the conversation remind him/her the impact the crisis has had on the employees. Speak about how important it is to have compassion and empathy for each person as an individual. Focusing on motivating and engaging employees is critical to the Sandia’s success. (_See the Intentional Dialogue Toolkit_)

**DON'T:**
- Forget to take care of yourself first because if you are not taking care of yourself you cannot take care of others.
- Avoid talking to your leader.

_Explore the following resources and reach out to your Division’s Human Resources Business Partner if you need further support._

**Gratitude Tool:** This tool will help develop gratitude and resilience in the face of COVID-19.

**Intentional Dialogue Toolkit:** This tool will help develop effective inquiry and advocacy.

**30-60-90 Day Plan:** This tool will help you plan for your team’s return to work.

**Leading Change for Sandia:** This tool will help develop a plan for leading change.

**Questions?**

Visit us on the web at [hr.sandia.gov](http://hr.sandia.gov) or contact [HR Solutions](http://hr.sandia.gov) at 505-284-4700