Telework is a strategic business tool that can increase employee engagement and productivity, help agencies attract top talent, reduce organizational costs, and allow for continuity of operations during emergencies. To achieve these benefits, agencies must ensure that telework is part of their overall workforce strategy, and that it is implemented in a way that supports business goals and mission success.

### Telework Myths vs. Reality

#### Myth: Teleworkers are out of sight, out of mind.

### Reality: With modern technology, teleworkers can share seamless communication with the office and customers, at all times. Managers may need to shift their focus from monitoring employee visibility to the completion of work products. And teleworkers can help by ensuring managers and co-workers know their schedules, how to reach them, and how customers are being handled.

#### Myth: Managers should not telework.

### Reality: Managers and supervisors must be committed to using telework to the fullest extent possible for Federal telework programs to succeed. Leaders who telework drive positive change within their organizations' culture and can model successful telework strategies that employees are likely to adopt.

#### Myth: Federal teleworkers are typically women with school-aged children or millennials.

### Reality: Surveys and results of research show that the typical Federal teleworker is a slightly older, non-supervisor with fairly stable employment tenure in the same agency. The Federal Employees Viewpoint Survey (FEVS) shows that men represent a slightly higher percentage of teleworkers (51%) versus women (49%) and suggests that men are just as likely as women to seek workplace flexibilities to manage their work, family, and personal responsibilities.

#### Myth: People who telework are lazy and unproductive.

### Reality: Research shows that teleworkers are more productive and less likely to take time off of work. Telework is also a flexibility that top performers often value. An agency could lose top talent by not having a culture supportive of telework.

#### Myth: Telework negatively affects employee and team morale.

### Reality: Telework can improve morale by giving employees a greater sense of autonomy over how they complete their work. Leaders should establish clear guidelines for communication and virtual meetings to maintain a connection between teleworkers and non-teleworkers and create opportunities for face-to-face interactions. The perception that teleworkers are not committed to the agency can be combated by effective and transparent communications campaigns.

Visit [Telework.gov/Myths](https://www.telework.gov/Myths) to learn more about breaking down barriers to telework in the Federal Government.