

# TIPS FOR MANAGING REMOTE WORKERS

## SET EXPECTATIONS

1. When will you be available to each other?
2. How long will it take for you to get back to one another?
3. What method should be used to notify one another of changes in availability?

## CREATE A CADENCE OF COMMUNICATION

Weekly One-on-Ones  
Weekly Team Meeting  
Daily Digital Check-In

## VIDEO FIRST CULTURE

Video is the easiest and most thorough means of remote communication. Invest in reliable tools to make communication and collaboration possible.

## MAKE IT PERSONAL

Don't just communicate on work-related topics. Ask them how their weekend was or how their family is doing. Make sure you don't miss any birthdays!

## TRUST THEM

One of major concerns is that your employees may not be as productive at home as they would be in an office. Set up work-from-home guidelines, such as emails must be responded to within 24 hours and no calls after 5pm.

## STAY FOCUSED ON GOALS

Look at their accomplishments, not their activity. Staying focused on their goals is a good way to monitor their productivity.

## HELP AND SUPPORT FREQUENTLY

Make sure they have what they need from the rest of the team to be successful. Show your support by asking about their goals, rather than just checking on their progress and numbers.

## MAKE SURE THEY DON'T WORK 24/7

Make sure they aren't letting work take over their home life. Don't expect them to answer an email after regular work hours. Act as if they did not work from home.