Make telework work—for your team

Clarify goals and roles
Revisit individual and team objectives weekly:

- Do not micromanage remote workers; instead ensure each team member has clear objectives for the work week
- Create a shared document that clarifies ownership of projects with deadlines that’s reviewed by the team weekly

Make time for collaboration and connectedness
Schedule time for virtual team huddles and team building to maintain engagement:

- Exchange cell phone numbers amongst the team and encourage use of a chat platform throughout the day
- Schedule a weekly kick-off meeting and at least two additional times to pull up as a team throughout the week to check-in on priorities and connect with one another
- Continue to encourage group projects rather than over-relying on solo work

Empathize and manage the need for flexibility
Open communication and mutual understanding is key to a remote team’s success:

- Set aside time for the team to share their home work spaces—and note any restrictions (e.g., children at home, roommates, etc.)
- When possible, allow flexibility for personal or family needs
- Help team members work through disruptions and prioritize their time

Make virtual meetings effective and engaging
Provide structure for virtual meetings and encourage active participation:

- Encourage use of web cameras and the chat function for all virtual meetings
- Assign roles to participants to manage the chat function, take notes, or lead an ice breaker
- Call on participants by name and make sure everyone contributes to the conversation
- Open and close with team building like highs and lows, or sharing a meaningful object

Provide guidance on working hours
Help employees set a realistic daily schedule so that there are boundaries between work and home life:

- Encourage taking breaks throughout the day to get outside or exercise
- Limit communication outside of regular working hours
- If team members need to adapt their schedule, have them use their away message to clarify when they’ll be working and when they’ll need personal time