

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