

5 Keys To Effectively Manage Remote Employees

More than 40 businesses identify the 5 keys to managing remote employees effectively and keeping your remote team productive.



HIRE THE RIGHT PEOPLE

- ☐ Work independently
- ☐ Are motivated
- ☐ Communicate well

DEFINE WORK CLEARLY

- ☐ Set clear expectations
- ☐ Set timelines

TRACK & MONITOR PROJECTS

- ☐ Time spent on each task
- ☐ Provide feedback early & often
- ☐ Monitor progress every day

COMMUNICATE FREQUENTLY

- ☐ Schedule weekly meetings

☐ Use chat for immediate action

☐ Use screen sharing as needed

MEASURE & COMPARE OUTPUT

☐ Quality of deliverables

☐ Time & money spent on tasks

☐ Compare productivity with in-office staff

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