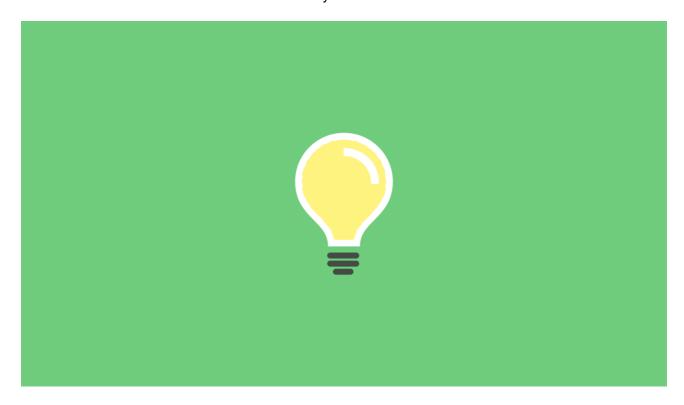
Setting Expectations For Remote Team

Five Keys to Success



COMMUNICATION

Being in different cities—or even countries—can make communication difficult. Make sure employees know what's expected.
Should they tell you when they complete a task? Respond to email in a set amount of time? Be on weekly calls? Having a plan makes communication much easier.
ACCOUNTABILITY
Does everyone know their responsibilities and accountabilities? If not. your team could be Operating inefficiently.
Communicate with team members clearly about their obligations and how you'll be measuring their success.
PRODUCTIVITY
Setting expectations about productivity gets your team on the same page. Using the right tools keeps it that way.
Productivity metrics show you What's getting done.
Accurate time tracking lets you measure efficiency.
Freedom Of work style is crucial for remote teams, Encourage it.

AVAILABILITY

TO promote communication and effective teamwork. consider requiring your remote team to work at least a specific hours.

Finding convenient times for worldwide teams IS hard. but even productivity.	a couple hours Of overlap can give a big boost to
TEAMWORK	
Just like in-house groups. remote workers should be expected t physical distance from the earn doesn't mean they're alone or the	•
Teamwork is good for everyone in the group. remote or not. Dev	velop a team bond and encourage personal connections. Make and Share Free Checklists
	checkli.com