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 a couple hours Of overlap can give a big boost to productivity.

TEAMWORK

- [ ] Just like in-house groups. remote workers should be expected to work as rt of a team. Let your workers know that their physical distance from the earn doesn't mean they're alone or that they can't ask for help.
- [ ] Teamwork is good for everyone in the group. remote or not. Develop a team bond and encourage personal connections. Everyone on the team Will benefit from it.

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