

# 10 Best Practices for Managing Remote Teams

10 things you should do when managing a remote team, so that you get the best out of everyone.



## Be Responsive and Available

- ☐ A lag in communication creates distance
- ☐ Make your virtual office more like a real office by responding quickly

## Make Meetings Accessible

- ☐ Make sure mics and webcams work well
- ☐ Invest in technology and tools for online collaboration and communication

## Build Personal Connections

- ☐ Talking about life outside of work helps people feel more connected
- ☐ Learn what motivates each person

## Treat Your Team Like They Are Local

- ☐ Give them as much access to you as possible
- ☐ Engage with them regularly

## Trust Your Team

- ☐ Minimize uncertainty by setting up work-from-home guidelines for emails, text, and calls
- ☐ Allow remote workers to own or lead projects

### **Provide Feedback Channels**

- ☐ Encourage feedback from remote workers
- ☐ Use online surveys, weekly sessions, and designated feedback meetings

### **Set up Topical Communication Channels**

- ☐ Encourage virtual collaboration and 'coffee-time' chats
- ☐ Consider both work-related and interest-based topics

### **Establish Communication Guidelines**

- ☐ Arrange weekly formal check-ins
- ☐ Set guidelines for daily needs and make sure workers understand them

### **Connect Their Goals with Yours**

- ☐ Workers are becoming more and more interested in learning and skill advancement
- ☐ Take an interest in your team's life goals

### **Make Time for Fun**

- ☐ Set aside time for socializing
- ☐ Fun things to setup include Virtual happy hours, trivia quizzes, and book clubs

**Make and Share Free Checklists**  
[checkli.com](https://checkli.com)