

# Transitioning From In-Office Team To Remote

By following these pro-tips, you can easily take your in-office team remote.



- Use Slack as a work communication platform
- Call on all-hands meeting to establish rules
- Be vigilant during the first 2 weeks of transition
- Address challenges and allocate Q budget
- Ask each employee to set up their work schedule
- Use AttendanceBot to manage attendance and leaves
- Use project management tools for accountability
- Set monthly targets to measure work output
- Maintain employee bonding with virtual activities