

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