Tips for managing your teams remotely

1. Set clear expectations

- **Establish "rules of engagement"**. Set up work-from-home guidelines, e.g., respond to emails within 24 hours, use text for urgent matters, and no calls between certain hours to make sure teammates are not working around the clock.
- **Stay focused on goals, not activity.** Don't worry as much about what is being done. Instead, concentrate on what is being accomplished. If you are meeting your goals, then great.

2. Communicate effectively

- **Engage your remote workers daily** through some kind of communication. This be one-on-one calls, if your employees work more independently from each other, or a team call, if their work is highly collaborative. The important feature is that the calls are regular and predictable.
- **Provide several different communication technology options.** Video conferencing gives participants many of the visual cues that they would have if they were face-to-face. There are other circumstances when quick collaboration is more important than visual detail.

3. Keep building your teams

- **Use technology to build community.** Building community is important to developing an engaged remote workforce. Use technology to create dedicated spaces for celebrating special days (e.g. birthdays).
- **Provide opportunities for remote social interaction.** One of the most essential steps a manager can take is to structure ways for employees to interact socially. This is particularly true for workers who have been abruptly transitioned out of the office. For example, leave some time at the beginning of team calls just for non-work items.

4. Offer encouragement and emotional support

- **Acknowledge stress and listen to employees' anxieties and concerns.** This is especially important in the context of an abrupt shift to remote work.
- **Model calm and resilience**. Employees look to their managers for cues about how to react to sudden changes or crisis situations. If a manager communicates stress and helplessness, this will have what Daniel Goleman calls a "trickle-down" effect on employees. Effective leaders acknowledge the stress and anxiety that employees may be feeling in difficult circumstances, while also providing affirmation of their confidence in their teams. With this support, employees are more likely to take up the challenge with a sense of purpose and focus.

These tips were selected from:
https://hbr.org/2020/03/a-guide-to-managing-your-newly-remote-workers
https://www.forbes.com/sites/forbescoachescouncil/2018/05/30/top-15-tips-to-effectively-manage-remote-employees/

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Tips to help you and your team transition to working from home

Get up at your regular time

Set your alarm at your regular time. Your regular schedule will help you stay on track

Get dressed

Get dressed. You will feel better and be more productive

Make a schedule for your day

Write down your major goal and the three things that will make the day a win for you. Write down your lessons learned and wins at the end of the day

Check in with your team

Set a time to check in with your entire team. Do so via Zoom, FaceTime, Google Hangout, Whatsapp. Ask everyone what they need to be fully present for the day and what they need from others to do their best work. Be available for them. Help others set their daily goals - it might be new for some to do this at home.
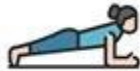
Make your lunch

Make your lunch as if you are going to the office. It will prevent you from over eating or not eating enough. This sounds weird at first, but it works.

Schedule time for your physical and mental health

Don't leave this to chance. Schedule it in! Do 10 minutes of mindfulness (check out apps like Insight Timer). Go for a walk outside. Do some yoga online. Set up an exercise routine with just your body weight (plenty of ideas online). Create accountability by committing to this with a friend or colleague.

Practice gratitude

Share gratitude and personal acknowledgements at each check-in meeting. Start a gratitude journal.

Be kind and compassionate

These are stressful times and everyone will experience this differently. Make room for these differences, listen and get creative to help each other out.

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