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## 1 STRUCTURE YOUR DAY

Working with people across multiple time zones does not mean you have to be available 24/7. Work with a good time management system and protect your off-work time. Encourage each team member to do the same.



## 2 ORGANIZE YOUR COMMUNICATION

Make use of team communication tools to manage projects and information. Pick up the phone or video-call to resolve complicated issues and to bond with teammates.



## 3 MANAGE BY RESULT

Since you cannot oversee your employees at their desks, you must manage by result. Workers offer companies the most value through the results they deliver, rather than the time they spend on a task.



## 4 BUILD TRUST

To establish trust, nurture a common purpose. Make sure your remote workers know that you're paying close attention to them and their performance. Regularly recognize and publicly applaud the progress they are making.



## 5 FOSTER TEAM SPIRIT

It's easy for employees to feel isolated and detached from the team when working from home. Encourage human connection by planning informal virtual meetings, such as virtual team lunches or reading clubs. Another option is to randomly pair team members to arrange chats among themselves, like "grabbing coffee."

