

SUCCESSFUL ASPECTS OF WORKING REMOTELY

This document provides examples of aspects that lend themselves to a successful remote work arrangement.

COMMUNICATION	Regularly scheduled times to meet with your team and management
TEAMWORK	Treat working remotely as a team activity, develop a team schedule, be available and have active participation
VIRTUAL PRESENCE	Transparent communication tools, such as shared calendars, sharing Skype “status”
TRUST	Avoidance of rigid-micromanaging which hinders productivity and creates distrust
IT SUPPORT	Access to effective, efficient and reliable technology
MANAGE BY RESULTS	Established clear definitions of objectives and performance indicators
KEEP EVOLVING	Remain flexible, evaluate frequently and adjust remote work arrangements as needed