**sUCCESSFUL ASPECTS OF working REMOTELY**

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

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| **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 |