**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 |