Tips for effective remote worki
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1. ## Hold weekly one on ones

   45 minute meetings every week between manager and report t
   and to just stay aligned in general.

2. ## Assume remote presence

   Make sure technology is set up for people to join any meeting r

3. ## Establish communication protocol

   Make it clear how often you expect your team members to chec
   also may want to establish working hours when people are expe
   team's different time zones overlap.)

4. ## Establish delivery protocol

   Clarify how all work or assignments are to be delivered, when th
   Being specific is always a good practice, but it's even more help
   won't be able to confirm a delivery in-person.

5. ## Schedule a daily check-in

   Create a 10-15 minute time slot to check in as a team every day.
   unnecessary, but it's a good way to stay in touch on those days
   own work.