

Essential Checklist: 9 Critical Questions That Will Redefine Success For Your Remote Teams

The workforce of the future is shaping up to be a mix of traditional 'owned' offices, shared workspaces and distributed remote teams. And that means leaders and organizations will have to double down on how they engage, align and collaborate with their workforce across these different workplace models.

Here are 9 vital questions that decision makers, managers and team leaders should ask to help their teams thrive in the future.

1. Does your organization/team follow people policies and practices that make distributed work possible?

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Be an advocate for successful remote working. Your team will mimic your stand. Transitioning from co-location to remote is a process and leaders need to be open about sharing feedback periodically and/ or on-demand on what is working and what is not and suggesting effective solutions.

2. Do your team members have visibility over goals, tasks and priorities?

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Train your team to use collaboration tools that increase transparency over collective goals, aligning company goals with individual team KPIs. Also, ensure your team has visibility over goals and task prioritised currently.

3. Can you identify which people own, support or share in contributing to the goals set?

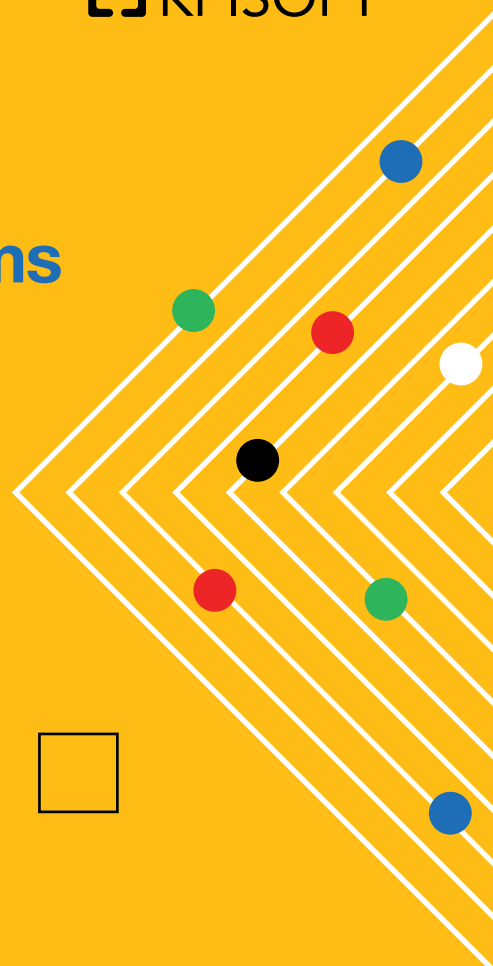
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The buck stops with the leader, and especially in times of crisis, strong leadership is needed at all levels to engage, enable and empower people – to safeguard lives, livelihoods, and to assess the impact of disruption on clients, investors, people, and shaping the recovery. Identify also which people own, support or share in contributing to the goals set.

4. Have you recalibrated the methods and channels of how team members communicate?

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Communicate more than you normally would when in co-located and distributed workplace situations. Don't assume information will dissipate when colleagues are working from home.



5. Does your team use collaboration channels and tools that enable performance?

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Commit to being responsive and keeping an open message thread with team members. Use messaging and collaboration channels and tools that are effective and best fit the need. If an email thread goes back and forth more than three times, move away from email and add the item on the agenda to an upcoming discussion or hold an impromptu zoom call.

6. Do you share feedback both periodically and on demand?

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Gain consensus on a regular cadence of meeting times to track progress and ask team members to treat this as a priority. Be open to trying new methods that mimic the “watercooler chats” of the office.

7. Do you recognise your team’s contributions and celebrate milestones in a timely manner?

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The right cultural alignment leads to better team engagement and contribution. More than ever, it is important that action, promises, intentions and beliefs remain in sync. Recognise contributions and celebrates milestones in a timely manner.

8. Do your team members feel safe and demonstrate physical and mental wellbeing?

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As a leader of a remote team, the onus lies on you to ensure everyone has suitable conditions to get work done wherever they are. Safety, mental wellbeing and positive emotional energy will be key to engaging and inspiring teams. Ensure your team feels safe and demonstrates their physical and mental wellbeing.

9. Do you have the right roles staffed with tasks that are suited to do distributed work?

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It’s important to make the right information accessible to everyone to ensure the right people are doing the right things at the right time. Examine also whether the right roles are staffed with tasks that are suited to do distributed work.

For a 30-minute consultation on how you can strengthen your remote team's performance, please [click here](#).

Calculate Your Score

0-5

You're new to managing remote teams. You may face hurdles in sustaining performance.



6-9

You're on the right track. Consider taking your capabilities to the next level.



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