

Top Ten Planning and Execution Tips for Remote Work

- Create a Dedicated Workspace – remote workers should be encouraged to create a dedicated workspace. The location should offer appropriate lighting, connectivity and ergonomics and be conducive to minimizing distractions.
- Establish a Daily Work Ritual –create a routine that signifies the start and end of the workday, as well as time for breaks and lunch. This helps to create a routine for dedicated, focused work time and reduces the blurring of home and work boundaries.
- Technology – all successful remote work enabled organizations make sure that key hardware and software is in place to support the practice. Firms with the greatest success learned to set up workers at home as if they were in the office.
- Technology Training – ensure that all employees & contractors are fully-trained on how to use the technology. This includes clear and easy to use documentation.
- Team Member Check-ins – conduct regular one on one and team meetings. Checking in with team members to ensure a healthy mental state is a profound element of successful remote work enabled organizations.
- Outcomes-focused – focus on outcomes, not individual tasks, when it comes to remote work and productivity. Establishing a culture of inclusivity and personalization, especially when it comes to individual contributions leads to team-based success.
- Flexibility – this is key to effective remote work. Allowing employees and contractors to work when & how they want to work promotes increased productivity. Success starts with personnel who have a choice to work longer and do it willingly.
- Take Time Away (holidays) – the transition from work mode to off-work mode can happen in an instant, when working remotely, and it is important to spend time away from work just like you would (take holidays) if you were working in an office.
- Formalize the Remote Work Policy – ensure you have established and published a remote work policy which covers items such as eligibility, hours of work, regular check-ins, workspace, security, performance and productivity.
- Review the Remote Work Plan – it’s never too late to complete a self-audit and see how your organization measures up. If there are gaps, plan and close them.