

REMOTE WORKS

Managing For Freedom, Flexibility, and Focus

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MAIN IDEA

How do you manage and run a remote team?

You can't just take what works in an office environment, and start using Zoom for team meetings. The reality is great remote teams come in all shapes and sizes, and they all work a little bit differently and uniquely. Ultimately, you have to customize the way your remote team works to their unique DNA. That's the central theme of Remote Works.



The key to making a remote team work is to understand that in remote, everyone becomes a manager of their own workflow and environment. Therefore, to run a great remote team, you have to approach it like you're coordinating the work of a group of managers much more than the traditional command-and-control approach.

"The roles and responsibilities of a traditional manager are spread across multiple personas in remote, creating a network effect. Rather than going to one manager for all your work needs, you'll build relationships with multiple people, creating a deep sense of connection in a virtual environment. For example, you might go to one manager for professional development and another for feedback on a project. Ultimately, everyone has multiple managers and becomes some type of manager persona."

– Ali Greene and Tamara Sanderson

"What's most important is that you start seeing yourself as a manager in your organization. We hope you can immediately apply the lessons from Remote Works—whether you're managing a single project or a team of two, 225, or an entire organization!"

– Ali Greene and Tamara Sanderson

REMOTE



WORKS

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1. UNDERSTAND THE BENEFITS – of remote Page 2
 The true benefits of remote work are that you can hire the best people globally, and give those people more freedom and flexibility to produce high-quality work. Its a win-win.

2. In remote – EVERYONE IS A MANAGER Pages 2 - 3
 Remote team members have to manage themselves to succeed. You have to help people figure out how to do their best work remotely, and then manage flexibly to excel.

3. Your role – ENABLE EVERYONE'S SUCCESS Page 3
 You don't really manage remote employees in the traditional way. Hand-holding and micromanagement don't work. Your key role as a manager is to be an enabler.

4. CREATE A TEAM CHARTER – for success Page 4
 A remote team's charter document will codify team behaviors and your team's direction. It's great and vital for defining boundaries and allowing people to work autonomously.

5. USE A DIGITAL HOUSE – as your schema Page 5
 A digital house is a schema for how remote teams work together and get the information required to do great work. Make sure everyone has a good mental map and tools access.

6. GET THINGS DONE – the remote way Page 6
 Remote managers need to hit a good balance between creating and managing. You need to take advantage of high-energy bursts by being super-focused on getting things done.

7. MOVE – from an input to outputs mentality Page 7
 Traditional managers focused on inputs. Remote managers have an output mentality. They create task lists, avoid duplication, and create a culture of accountability.

8. GET GOOD – at asynchronous communication Page 8
 Conventional communication is real-time and synchronous. Remote teams use asynchronous communications, which may be addressed later. Improve your messaging.