

Remote Work Checklist

- ☐ Preparation
 - ☐ Define what kind of remote team we are
 - ☐ Get team on board with remote work
 - ☐ Team has reviewed and agreed to [remote onboarding guidelines](#)
- ☐ Home office
 - ☐ Define equipment and setup team needs to successfully work from home
 - ☐ Office space (a room that is separate from living space/bedroom)
 - ☐ Desk
 - ☐ Keyboard and mouse
 - ☐ Comfortable chair
 - ☐ Strong and reliable internet connection
 - ☐ Team leaders check in with team members to ensure their space is properly set up and assist if necessary
- ☐ Goal setting
 - ☐ Established company goals
 - ☐ Established team/department goals
 - ☐ Check: each team member can explain the plan and their role(s) within it
- ☐ Tracking
 - ☐ KPI document
 - ☐ Weekly and/or monthly reporting document
 - ☐ Weekly check-ins to review progress and adjust course if necessary
- ☐ Meetings
 - ☐ Define recurring meeting schedule to stay on course
 - ☐ Meetings have a clear agenda
- ☐ File management
 - ☐ Tools for document management are defined
 - ☐ Structure for organizing documents and data is defined
 - ☐ Check-ins occur regularly to ensure team is sticking to file management structure
- ☐ Culture and team building
 - ☐ Messaging platform defined
 - ☐ Channels are created
 - ☐ Work-related
 - ☐ Social
 - ☐ Feedback relay system is implemented; all team members know how to give anonymous feedback and are encouraged to do so
 - ☐ Regular social meetups across teams (for example, coffee chats)

Blurb:

Remote work comes with its own set of challenges and advantages compared to in-office work. From organizing your work from home office to best practices for remote meetings and project management, there are some simple steps you can take to make sure your team is ready to successfully collaborate remotely. We've prepared this handy checklist to help you and your team stay on track and thrive while working remotely. Let us know what you think!