

Managing a Remote Team: Daily, Weekly, Quarterly Tasks



DAILY

1. Say hello / good morning.

Greet your team just as if you were in the office on your team messaging app or on calls.

2. Have a quick standup or check-in.

You can do this either on a video call or through instant messages. Some apps, like RingCentral, let you do both. The point of this is to see what everyone's working on. The perk of doing this daily is that you can identify potential roadblocks quickly—when everyone is working remote, it's better to overcommunicate to prevent things from slipping through the cracks.

WEEKLY

1. Schedule 1-on-1 meetings with your team.

These are a little more in-depth than stand-ups and more for checking in with your team's workloads and touch on other things that are unique to each person, like career planning.

2. Send team updates.

You can do this through emails or through a group message to prevent email bloat. Again, this is part of the overcommunication that's necessary when you've got a remote team, to make sure that everyone can see how projects are going and if anyone needs help hitting deadlines.

QUARTERLY

1. Have a quarterly business review.

This is usually best done through a video conference call that's supplemented by a few slides that show how the company did in the past quarter.

2. Recognize top performers.

Don't forget to show your team that they're valued—if someone went above and beyond and had a great quarter, let people know! This is great for both morale and motivation, especially when you can't high-five like you would in an office or just tell someone good job on the way to the kitchen.

3. Have a team get-together.

If you have the budget, get everyone together for a few days to meet, hang out, and get some real face time.

4. Review career paths.

Just because your team is remote doesn't mean that you can neglect things like career planning. Remote workers have more and more options—they can choose to work for companies literally all around the world. Make sure that you're keeping up with their long-term plans if you want them to stick around.