Transition your company from an in-office to remote culture in 10 steps

1. Create a remote work policy.
This is an overview of your team is expected to work remotely and should include things like availability (how will everyone see each other's time zones), what communication tools should everyone be using, documentation methods, and how to share data and files.

2. Create a company handbook.
For a remote company, this isn't just a nice-to-have—it's like the glue that keeps a company culture together when everyone isn't in the same office.

3. Create a hiring policy.
How will you hire? Where will you look? How will you do interviews? Think of the soft skills you'd like your remote employees to have.

4. Make a note of important dates.
Again, this is especially important as it helps your teammates feel valued when you don't get to see each other face to face. So, remember your teams' key dates and celebrate them! (Maybe order a donut delivery when it's someone's birthday or work anniversary.)

5. Do the annoying but necessary admin stuff.
Set up international payments, health insurance, and other administrative work that's needed when you have employees in other countries.

6. Have a project management plan or tool.
You can't keep everyone to the same 9-to-5 anymore, so the best way to make sure you're getting work done is by having a project management process with clear deadlines and trackers.

7. Invest in the right tools and apps.
You'll need things like a file sharing tool, a project management tool (from the last step), and maybe most importantly, a communications tool. You don't have a physical water cooler anymore—where will your team gather online to chat and catch up?

8. Create a communications plan for team members.
How often should teams have virtual meetings? Do you want to do daily or weekly standups to check in? For remote teams, making video chats the default instead of just having audio calls is one simple way of helping people stay connected and see each other's faces regularly.

9. Create a plan for having employees meet in person.
Depending on your budget, you may want to do this annually or quarterly. (Remember, you're saving a ton of money from not having to lease office space—you can put that toward this.)

10. Make a monthly or quarterly check-in plan.
Since this might be new for people on your team, you'll need to make a point of checking in regularly (at least in the beginning) to see if the team is happy with the process.