

# Start your remote-ready business in 10 steps

A checklist for starting a company



## 1. Create the right policies and processes right off the bat

Work is work, yet remote work is a different animal. Whether you envision a fully remote or partly remote workplace, it's important to establish clear boundaries right away. If you decide to change over time, that's just fine. Just be sure to formalize any changes and share these with your team.



## 3. Build meaningful connections

Work is more than just a place to bring your skills in return for \$\$\$. It can be an important source of interaction. To do your best day after day often requires a good deal of trust and comradery. Whether your business is a blend of in house and remote, or fully remote, building those bridges will pay off in the long run.



## 2. Set clear goals and objectives

Goals and objectives are important for everyone. But they are especially true for teams that are either partly or fully remote. Whether you're planning one week, one month, or a quarter from now, it's important to ensure that you and everyone on the team are moving in the same direction and have their marching orders.



## 4. Select communication tools that bring your team together

For remote teams, communication is the lifeline that keeps the wheels of industry in motion. To say it another way, you need to be able to communicate often and thoughtfully to bring your great ideas to life.



**5. Equip your teams wherever they work (hardware)**

Will you provide desks or office chairs? A stipend for furniture? Will your teams need equipment to be sent, or buy and get reimbursed? Do they need software loaded, or will you be fully cloud-based?



**7. Create balance**

Hard to make, harder to keep. There will be an ebb and flow to your work in nearly any industry. Being mindful of this and ensuring that employees are able to disconnect and attend to their other lives is important for keeping employees happy and successful. Regular check-ins and a dedicated policy around off-hours is often enough for getting started.



**9. Be mindful of culture**

The culture you build is often what attracts and even keeps your teams. Do you have an idea as to what you want to build? Is your culture casual and laid back? Is it conservative and buttoned-down? Knowing what you're looking for will go a long way towards helping you find the right people to see this come to life—even more so when at a distance.



**6. Understand the challenges for remote employees**

Working remotely isn't for everyone. Some adjust well, and others not so much. A seasoned and successful remote worker will already understand what it takes to stay active and get the job done. Where nearly anyone could adjust if needed, if you need success on day one, you might want to consider hiring an existing remote worker.



**8. Determine office hours**

When you have a remote team, it can involve a number of different schedules and time zones. It's important to find time that overlaps and use it wisely. A common agreement on these times will help work move faster and avoid bottlenecks. It also clearly communicates expectations for collaboration and response times.



**10: Ensure compliance**

Different states have different tax laws and employee regulations. If you plan to hire people from other states—or even countries—first make sure that you are following every step the right way.

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