

MANAGING REMOTE EMPLOYEES



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I. PRODUCTIVITY REGARDLESS OF LOCATION

#WFH Foundations

Simple ideas and practices every remote worker can use to thrive (some of which are only obvious after learning the hard way!).

Use this space to record new ideas for yourself, and those you'll want to share with your team to help them thrive (remember to share your own best practices with them too).

Best new ideas for me:

Best ideas to share with my team:

Focus, Flow, Freedom

A simple framework to include what's most important in your work and life without losing yourself.

F _____

F _____

F _____

Routines To Help You Thrive

Enhancements to your morning, midday, and evening habits form the structure of successful days...

Focus

Without some very intentional habits, it is far too easy to get caught up in distractions, rushing around, out of focus...

Steps to Reset:

The Myth and The Solution:

The “Open Door Policy”

Pros:

Cons:

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- 1.
- 2.
- 3.
- 4.
- 5.

What’s Good Enough?

Matching output with expectations, letting go of details that don’t add value, and other lessons learned from aiming for perfection...

Ideas for defining performance and output expectations differently:

Good, Better, Best...

“TIME MANAGEMENT”

What are your top challenges with time management?

What time management challenges does your team have?

The Illusion

Why extra time leads to more waste, and what to do about it.

Time Control

Adopt the Time Control mindset to increase effectiveness and efficiency.

Busy-ness

Excessive busy-ness and scattered thinking lead to diminished results. Slow down to speed up.

- Challenge: stop saying the word _____
- Alternatives phrases:

The TT Technique

A fun way to blast through your workload in minutes! How it works:

- 1.
- 2.
- 3.
- 4.

Circle the best one: Kitchen-style timer Smartphone

The Magic 90

Use these building blocks to harness natural energy cycles and get more done in less time.

Ultradian Rhythms:

The Building Blocks Challenge:

How I can use this in my work:

II. RESILIENCE AND STRESS MANAGEMENT

What is Stress?

Defining and identifying probable causes of stress and anxiety...

Avoid The Overwhelm Trap:

- When to use “How Can I?”

- Which factors do I have control over?

Strategies for Stressing Less

Ideas for coping with stressors, and reduce stress and anxiety reactivity... *(See also ADAA Supplement.)*

Psychological Safety

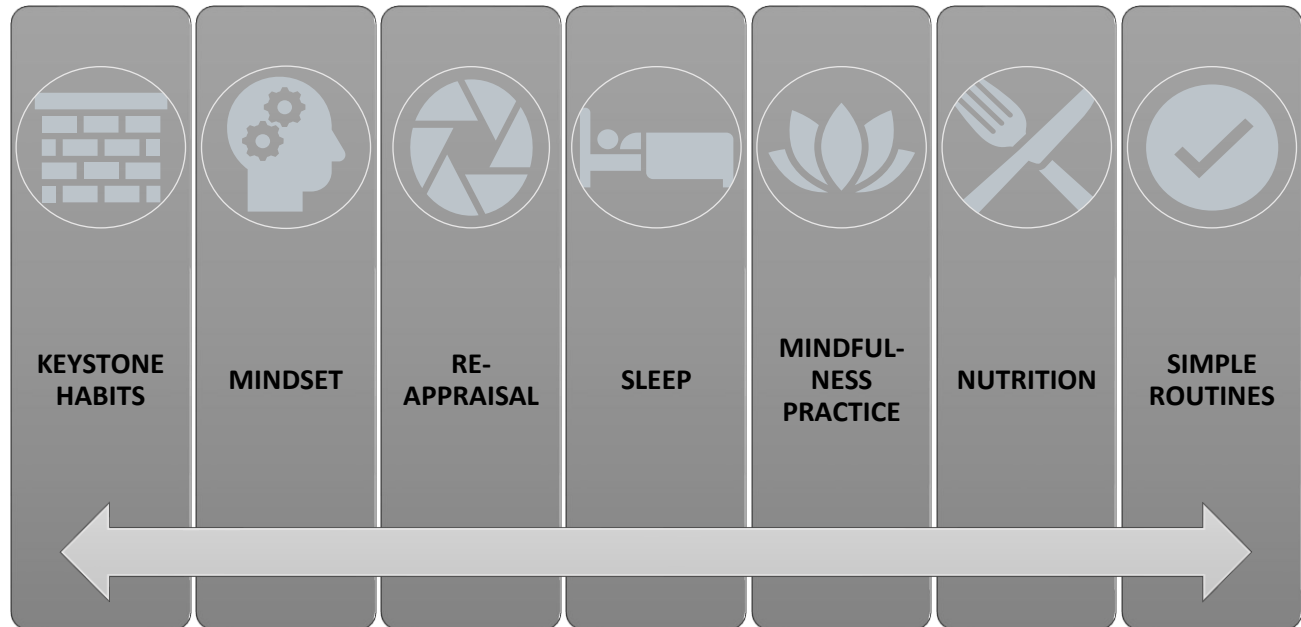
A potent stress reducer and secret fuel of effective teams

Like a Punch in the Face?

Resilience Defined

What is resilience and why is it important in teams?

"The difference between a _____ and an adventure is _____."



Resilient Leadership

What leaders and their team members need to thrive, and bounce back from challenging situations...

People low on resilience are ____ times more likely to burnout!

Notes on Avoiding Burnout

III. ENGAGING REMOTE TEAMS

Same, But Different

Considerations for harnessing positive similarities and differences between in-person and remote teams...

ASK!

How Do I Know What They're Working On?

Ways to build trust, increase accountability to what matters, and evaluate engagement quality...

Leadership First, Location Second!

Build Trust

Foster Empowered Autonomy:

- What do they need?
- What's missing?
- Give them specific instructions for how to keep you updated, and what to when they have questions.

Guidelines for “What Would [_____] Do?” in some common situations:

Drive to Clarity

The amount of clarity a person has will magnify effectiveness and lead to success...or result in frazzled frustration and wasted effort.

Breadcrumbs

Authentic Leadership Rules of Engagement

- Purpose

- Consistency

- Connection

Impactful Conversations for the WOW!

W___

O

W___

W___

Notes on Communication Styles: Managing, Coaching, And Other Approaches

Grow Your Tree

A simple (and fun) framework for enhancing team motivation, confidence, security, collaboration, and communication to increase engagement...



Engagement ideas and approaches I could try with my team:

IV. VIRTUAL TRAINING CONSIDERATIONS & FAQs

Tools

An exploration of some recommended team engagement and commonly used training tools based on case studies...

- How could we solve this challenge with what we already have?
- What would we do if we were all in the same physical location?
- Now, how could that translate to our virtual environment?

V. READY, SET, ACTION

List of favorite ideas along with ease of implementation and potential payoff:

My chosen focus area:

Action Steps I will take by date _____:

1. .
2. .
3. .

The best plan is the one you follow!