

# 10 Leadership Tips For Transitioning to Remote Work

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# “COMMUNICATION is Oxygen”

It's essential for working well with others.  
Live it. Model it. Be the supreme example of it.  
Then repeat it to your team over and over again.



# Start with TRUST

Assume the best from your people, not the worst.  
Focus on outcomes (the what),  
instead of managing time (the how).



# Follow Trust with **RESPECT**

Treat your people like the adults they are,  
who are juggling as much as you are.  
Appreciate their time, their talents, their own sacrifices.



# Set Realistic And Clear EXPECTATIONS

Don't expect your team to be instantly or always "ON."  
And if you need something done by a certain time,  
don't assume, say it clearly.



# Establish Healthy **BOUNDARIES**

It's easy to blur the lines between what is “work” and what is “home.” But find some separation and model it for your team.  
i.e. Try not to work from your bedroom.



## Learn New ROUTINES

Be the model here again. Find what works and share your experiences. Be flexible as your team finds what works for their unique situation.



# Good MEETING PRACTICES Still Apply

Have an agenda and a purpose for meetings. Don't invite everyone. Start and end on time.  
Also, don't meet when an email will do!





# Stay OPEN-MINDED

Use this as a learning experiment and see what productivity and positive outcomes you get that have lasting impact for your culture.



# Find Some Space for FUN

Yes, humor is still permitted.  
Don't forget to laugh with each other, daily.



# We're ALL In This TOGETHER

This is a time of uncertainty for all of us.  
Stay optimistic and hopeful that there is a way through.



Let us know if  
we can help support you!

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