



Top tips for managing remote, hybrid, or distributed teams

Set clear expectations

Set clear goals, roles, and timelines upfront to drive accountability and reduce micromanagement.

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Limit meeting fatigue

Efficient communication doesn't always require meetings. Systems that track task ownership and progress, minimize disruptions while keeping everyone informed.

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Encourage team engagement

Engaged teams perform better. Use weekly meetings to foster ownership and contribution, keeping motivation high.

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Provide ongoing development opportunities.

Visibility into work patterns helps identify opportunities for training, coaching, and career development.

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Promote work-life balance

Support performance without an "always-on" culture by using tools that cut admin work, letting teams focus on what matters.

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Foster transparent communication

Clear communication builds trust and prevents silos. Hold weekly 1:1s for support and team standups for knowledge sharing.

Monitor and manage workloads

Use data to allocate tasks effectively, ensuring teams have the right work at the right level to stay productive and grow.

Adapt to flexible workstyles

Let your team work during peak productivity with flexible hours and tools that fit their habits—without rigid structures.

Build an inclusive environment

Inclusion drives collaboration and innovation. Make sure every team member feels heard and valued, no matter their location or role.

Gather feedback and improve

Regularly review team dynamics and processes to refine what works and fix what doesn't.