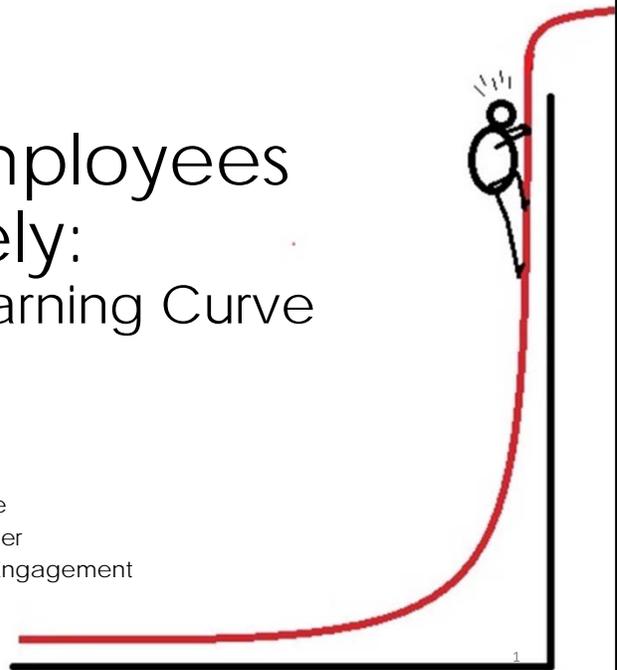


Managing Employees Remotely: Sprinting up the Learning Curve

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Set Expectations

- Set expectations early and clearly:
 - *X is the work you should do.*
 - *Y is the quality standard.*
 - *Z is the deadline.*
- Provide customer-focused expectations aligned with the company's purpose:
 - *We'll keep our customers engaged by doing X.*
 - *We'll maintain our standards by doing Y.*
 - *We'll fulfill our mission by doing Z.*

Set Expectations

- Stay focused on goals, not activity.
- Be more intentional about communicating priorities.
- Be very clear on behavior expected during conference calls.
- Be mindful of “reply all” responses; this can bog down productivity.
- **The more detail, the better.**

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Set Expectations

- Clearly communicate expectations of remote performance:
 - Online from *A to B* and *C to D* (*if appropriate*).
 - Summary of daily work accomplished.
 - Others?
- Be cognizant of those caring for others:
 - Children at home.
 - Illnesses.

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Expectations of MU Extension & Engagement

- Weekly check-ins with your team will serve as a time for you to review the appropriateness of the current work schedule and hours reported.



5

Weekly PLAN

monday Communicate and discuss goals and priorities for the week.
tuesday
wednesday
thursday
friday Updated & report accomplishments; plan next week's goals
saturday

NOTES

TO DO

- Set up Zoom link for Wednesday's meeting.
- Call Carrie to check on status of report.

6

Keeping Yourself Motivated

- Establish a routine.
- Create a timed checklist.
- Schedule “lazy time” and power hours.
- Stretch and exercise.
- Plan and prep your meals.
- Discipline yourself with devices and distractions.

Source: GoToMeeting.com

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Over Time...

- Stay in touch, check in and see how things are going:
 - See what’s changed.
 - Be transparent.
 - Be prepared employees might not want to come back!
- Incorporate some fun:
 - Funny memes.
 - Pictures with family pet or children.
 - A Day in the Life video.

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