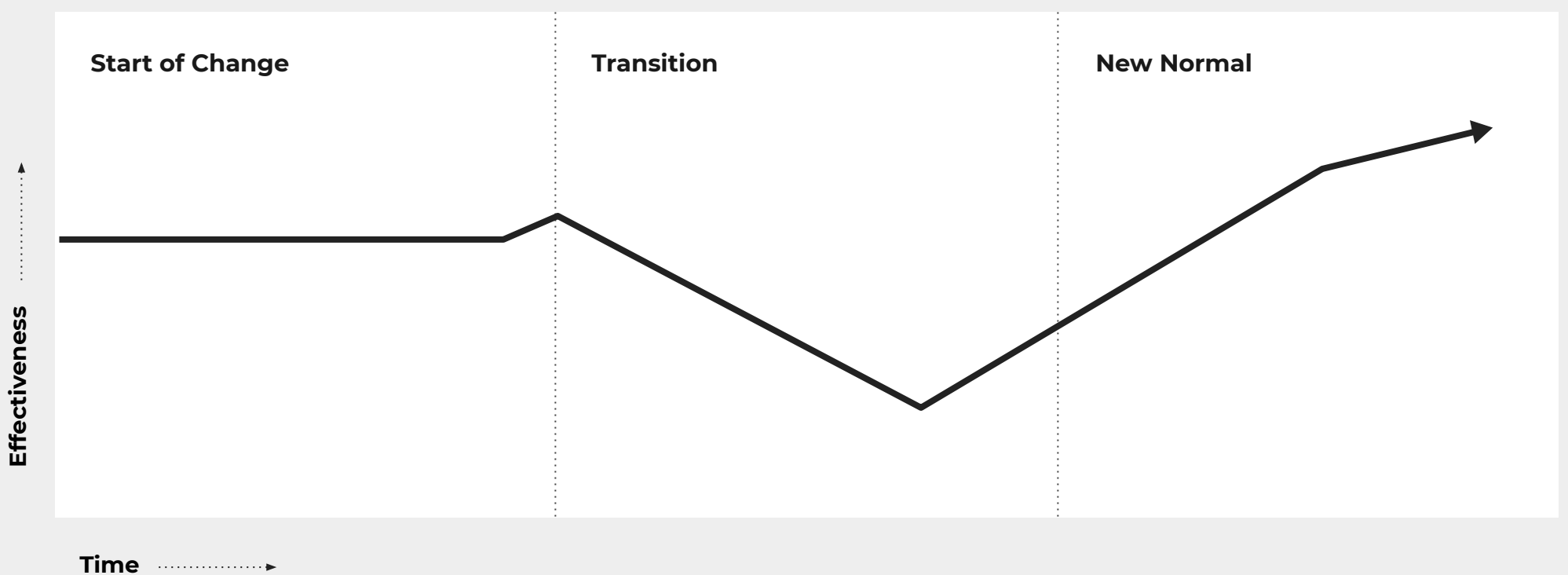


Help your team do its best when **everyone's dispersed**

All change is disruptive

- Account for a productivity dip as everyone (including you) gets used to the new normal.
- Cut yourself and everybody else some slack.



Set Clear Expectations — consider:

- **Hours online**
 - Specific hours
 - Flexibility
 - Customer needs
- **Meeting attendance**
 - Use of video
 - Standing check-in meetings
- **Indicating availability**
 - When stepping away briefly
 - When “leaving” for the day
- **Communication methods**
 - Chat software
 - Channels for specific messages
 - Compliance needs

Make it All About Your Team — ask:

- **Who are they?**
 - Collaborators
 - High-focus
 - Experience working from home
 - Best working solo
 - Best working in groups
 - In-demand
 - People-leaders
- **How will they and you support their success?**
 - Ask them their plans for managing this new way of working and their preferences and demands.
 - Offer ways to support them, ask how they want to be supported, and devise an approach together.