

# Remote Management Reset

Managing a remote or a hybrid team requires different behaviors than managing a team that's together in an office. Try these techniques that will help you to become a more effective remote manager.

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- 1 Assess** your energy, mindset, and mood. Acknowledge what you're experiencing to reduce the likelihood that emotions will skew your behavior or affect your judgment.

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  - 2 Prioritize** ruthlessly until each member of your team knows the single most important focus at any given time. Use rapid reprioritization to move through priorities quickly.

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  - 3 Discuss** team members' preferred boundaries and create a plan to actively support their boundary management approaches. Respect their preferences when possible.

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  - 4 Schedule** communication bursts where all team members will be available to one another. and communication blackout periods where members will work independently

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  - 5 Serve** the audience when you communicate. Adjust your content, tone, and communication vehicle based on what you want them to know, think, feel, and do as a result.

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  - 6 Define** expectations more explicitly than normal. Spend more time providing context and expectations when delegating. Confirm understanding with open-ended questions.

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  - 7 Shift** the methods you're using for team interactions. Move more to lean asynchronous. Use audio + screen for co-creation. Use video for complexity or connection.

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  - 8 Expose** concerns over unseen work before the sense of unfairness leads to resentment. Find ways to reduce or at least acknowledge the emotional, cognitive, or physical burden

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  - 9 Encourage** sharing of contextual information by using a check-in process at the start of meetings. Help team members relate and give each other the benefit of the doubt.

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  - 10 Provide** off-task time for the team to connect. Reserve some off-task time for work-related issues and opportunities. Use some off-task time for fun and relaxation.
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