

Do's and Don'ts of Working Remotely

This is an extra resource to go along with the original article:

[How to Go Remote in Your SaaS](#)

- **Do prioritize constant (daily) communication with your team.** Set up a messaging tool like Slack or Hipchat for asynchronous communication.
- **Do check in on your individual team members frequently.** Schedule a one-on-one call weekly.
- **Do encourage your team members to take breaks throughout the day.** Restrictions can have a negative impact on their productivity.
- **Do publish work processes in a central location for easy reference.** Give your team access to these instructions so they can do their job well.
- **Do set expectations.** Your team should know deadlines, expected response times, and standard operating procedures for every project.
- **Don't expect your team members to be at their desk the entire time.** Even in a traditional office setup, team members walk around occasionally.
- **Don't be stingy with resources.** Actively search for tools and other ways that you can help your team succeed in a remote environment. Don't just accept a "good enough" tool.
- **Don't micromanage your team.** Give your team members the task (and associated work process) and trust them to do it.
- **Don't forget to use video for meetings whenever possible.** Video mimics a face to face gathering.
- **Don't take your team for granted.** Look for opportunities throughout the week to celebrate your team for a job well done.