

# 10 Tips for Managers on How to Manage Remote Staff



Being given the flexibility and trust to work from home should be met with extra motivation to maintain and, if possible, raise the levels of productivity and quality. Here's how to make the most of working from home.



## A Time To Be Agile

To help maintain high levels of productivity and quality, adopt an agile work approach and:

- + Create a workspace on Jira for your team
- + Dial in via Webex every morning and align with your team members on the work commitment for the day
- + Define the work sprints over a weekly/two week period
- + Track progress the next day by moving tasks from "In progress" to "Completed"
- + Catch up with the team on the sprint call and align vectors

Implementing a chat environment, in alignment with our company protocol and policy also helps ensure live, up-to-date contact, notifications and conversations - either within a group or with individual persons.