

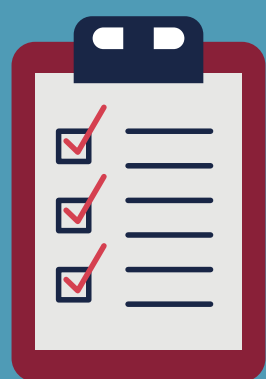
5 TIPS TO TRANSITION A TEAM TO WORKING REMOTELY

#InThisTogether



TALK ABOUT IT

Get the group together on a video call, encourage everyone to speak honestly and voice concerns. Be encouraging, but honest too.



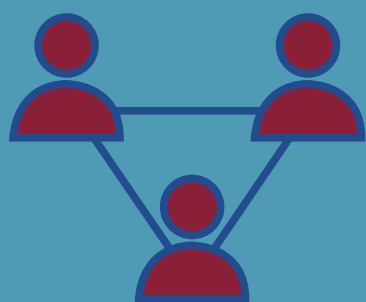
CREATE A PLAN

Talk with your team about a daily and weekly plan. Set clear expectations. Use online tools to communicate.



LEVERAGE TECHNOLOGY

Select and activate your technology toolbox, set guidelines for usage, adjust as needed.



BE AVAILABLE AND FLEXIBLE

As much as possible, be available to your team. Encourage team members to help each other, too.



STAY CONNECTED SOCIALLY, TOO

Be creative! Book a video lunch together. Delivering pizza to each team member's home for some extra fun.

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