



Remote Management:

This isn't how it was supposed to happen

Nicole Sanchez, CEO & Founder
Vaya Consulting



@nmsanchez



SELF CARE + SERVICE

Breathe deeply

Stretch daily

Sleep well

Drink water

Eat your veggies

Move away from your computer and phone

DEADLINES & DELIVERABLES

SETTING & CONTEXT

COMMUNICATION

ENGAGEMENT

DEADLINES & DELIVERABLES



1. Release the “40 hours per week” model.
2. Scope the work as you would for a consultant.
3. Stay true to your project management tracking.
4. Use the same systems of accountability you always use (i.e. don’t change your style now).

* pro tip: *Now is a great time to catch up on things like documentation and all those projects that require uninterrupted time.*

SETTINGS & CONTEXT



Everyone is not set up for smooth work from home. This includes responsibilities, noises, private space, wifi and phone signals, ergonomics, and other life stresses. Use your empathy. Be cool.



COMMUNICATION MUST BE PREDICTABLE & CONSISTENT

Establish these things for your team:

- Chat/Slack is for _____ .
- Text is for _____ .
- Email is for _____ .
- Internal posts are for _____ .
- Zoom/Video is for _____ .

Some systems may not be available at certain times, given bandwidth issues in neighborhoods. Use land lines and no-video chats if you run into issues. “Meet” people where they are online.

Establish your regular cadence with direct reports and teams. Daily stand-up? Every other day check-in?

**COMMUNICATION
MUST BE
PREDICTABLE &
CONSISTENT**

Do your 1:1s

Do your 1:1s

Do your 1:1s

Do your 1:1s

Do your 1:1s

Do your 1:1s

Do your 1:1s

Do your 1:1s

Do your 1:1s

ENGAGEMENT

- What was the best thing about your office culture pre-shelter in place? Is there a distance substitute that gets at the same dynamic?
- All communication does not have to be about deadlines and deliverables.
- Nothing takes the place of face-to-face.
- If engagement is emphasized, job satisfaction often increases for remote work.
- Leaders, don't hide! Use this time to build and rebuild relationships

ENGAGEMENT

- Monday morning check-ins or Friday check-out sessions
- Use your Zoom functions, including the dial-in feature (low/no bandwidth)
- Pen, paper, envelopes & stamps
- Whole family participation (e.g. sharing kids' art)
- Pet photos

How do motivators change in a remote vs local environment?

YOUR QUESTIONS