

- **Set clear expectations and deadlines for work that needs to be completed.** Even if you think the team members already know this, take time to reiterate and make sure everyone is on the same page. If deadlines shift, communicate those immediately so your team has time to assess and re-prioritize if necessary. Is everyone on your team clear about what “done” looks like?
- **Encourage built-in breaks.** Having designated break time has been proven to help people focus during designated work time, and allows for mental and emotional recharge. Remember to build break time into your own schedule as well.
- **Use task and project logs** to get a clear picture of what your team members are working on, how much time they are spending on tasks, and what they see as priorities. During this period of upheaval, it is more important than ever that you have an understanding of every individual contributor’s workflow. This does not mean you’ve turned into the time police – supervising a remote team requires a higher degree of oversight and communication to accomplish goals.

Triage

What tasks need to be prioritized **right now**? To accommodate rapidly changing demands, make three lists to help you prioritize work for yourself and your team:

- **Critical Today:**
 - The top 2-4 things that absolutely, positively, must be finished today
- **Opportunity Tasks:**
 - 10-20 less urgent tasks that need to be done over the next week as time permits (with the “Critical Today” items pulled from this list daily)
- **The Big Master List:**
 - This is the uber-long list of everything that needs to be done or you want to be done. Update the “Opportunity Tasks” list periodically by pulling from The Big Master List.