

# #VIRUSECONOMICS GUIDE TO TEAMS WORKING REMOTELY

## 5 STEPS

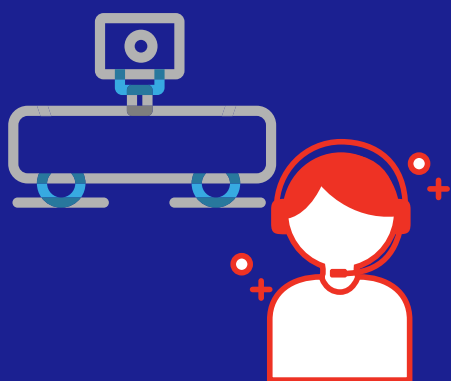


### TRUST & RESPECT YOUR TEAM

- Stay positive and trust your team
- Ask everyone how they're doing

### SCHEDULE VIRTUAL MEETINGS

- Frequent Short Client Mtgs
- Daily Short Team "Coffee" Planning Mtgs
- Daily Short Internal Operational Mtgs



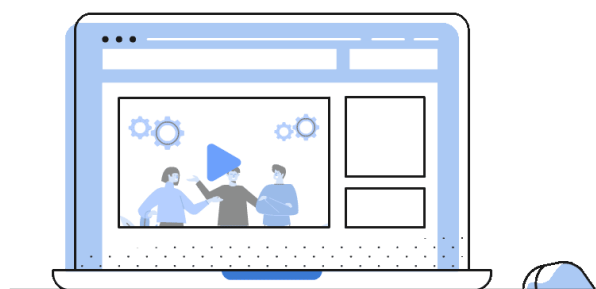
### COLLABORATION TOOLS AT HOME

- Headset & Laptop Camera
- Establish a designated working area.
- Set hours and stick to them.

### CHOOSE A VIRTUAL MEETING TOOLS

Practice & Train on one of:

- Google Hangouts
- Zoom
- Facebook Group Video Chat



### CHOOSE A COLLABORATION TOOL

Practice & Train on one of:

- Google Sheets or
- Smartsheets



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