## Wirtual Cabinet

### REMOTE TEAM COMMUNICATION STRATEGIES

# 6 Tips for Working from Home

Do you have a strong need for better communication with your remote team? Discover our tips for working remotely – bringing order and organisation to your evolving work environment.

### Equip yourself with all the necessary tools, resources and

Use the Right Tools and Equipment

software to ensure streamlined communication – from a dedicated working space to digital software. Save time and stay focused by setting up efficient workflows

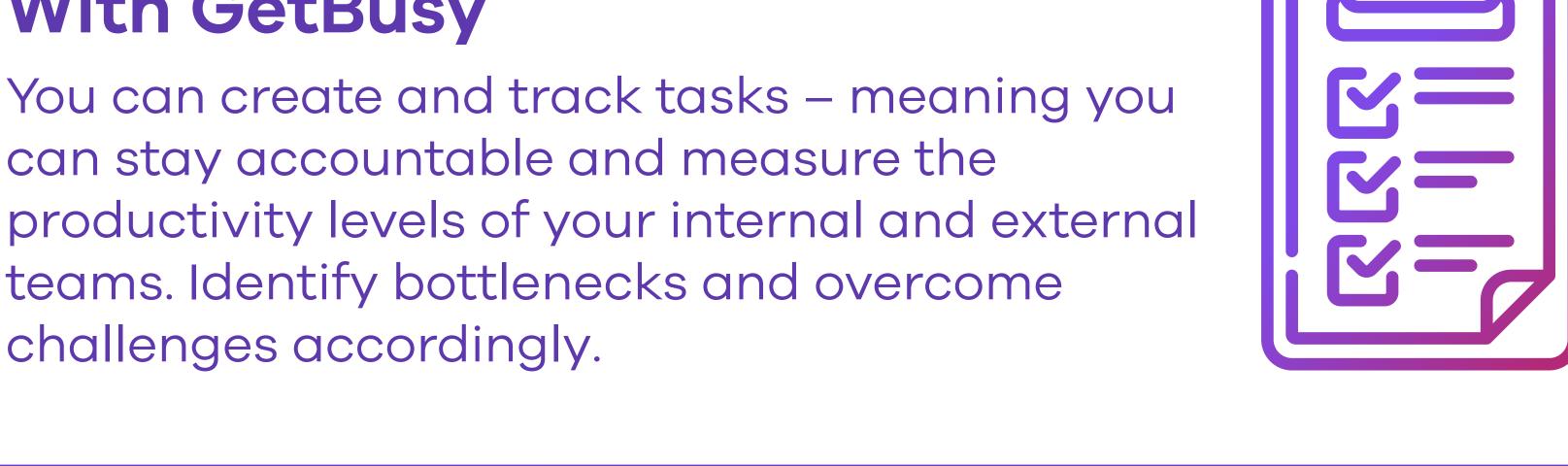
- with communication and task management tools. Organise your calendar – plan out your
- monthly/weekly/daily work to manage priorities and workloads.

teams. Identify bottlenecks and overcome

#### You can create and track tasks – meaning you can stay accountable and measure the

With GetBusy

challenges accordingly.



Manage Priorities and Structure Tasks Hold yourself accountable for deadlines and goals. Make sure everyone in the team has a clear structure to follow to complete the task or project at hand – that way, you can save on time and manage expectations.

Assign tasks and responsibilities ahead of time, so all

Define your goals and key objectives – what do you aim to

parties have a clear direction and focus to strive towards.

#### You have the freedom to 'pause' any actions, and all parties involved will have complete

With GetBusy

visibility – ensuring the best customer experience and project management strategy.

achieve and how will you get there?



#### Use your newfound flexibility to your advantage and make it work for you. If work is being completed to a high standard

Set Deadlines and Track Progress

before/by deadline, then it stands to reason that employees should be encouraged to work the hours that suit them, or when they can be most productive. Set realistic deadlines and turnaround times (for sign off,

same structure to avoid confusion. Track your progress and time to identify roadblocks and ensure a smooth process.

responses and tasks), and ensure all parties stick to the

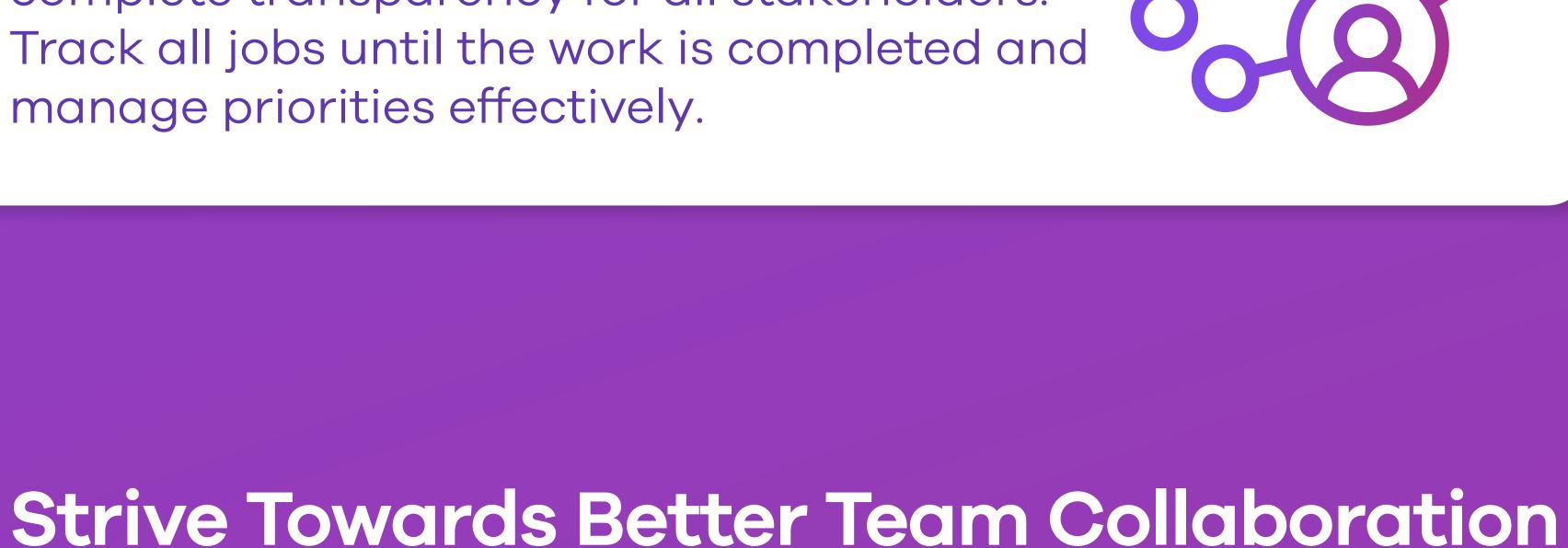
With GetBusy

#### the platform to discuss progress – offering complete transparency for all stakeholders. Track all jobs until the work is completed and

manage priorities effectively.

Colleagues and external parties can chat

and comment on tasks or documents within





### discussing things in person. This makes it easier for things to be miscommunicated or misinterpreted.

things done – effectively and efficiently. When it comes to both

colleagues and clients, remote teams don't have the luxury of

Now more than ever, clear communication is key to getting

means of communication. Are you using the right kind of communication? E.g., email vs. chat, asynchronous vs. synchronous.

Focus your efforts on better, more accurate, and easier

## error and saving time.

collaboration.

With GetBusy

Communicate Clearly and Effectively With effortless transparency, you can stay connected and remain visible to your boss, team, third parties and clients –

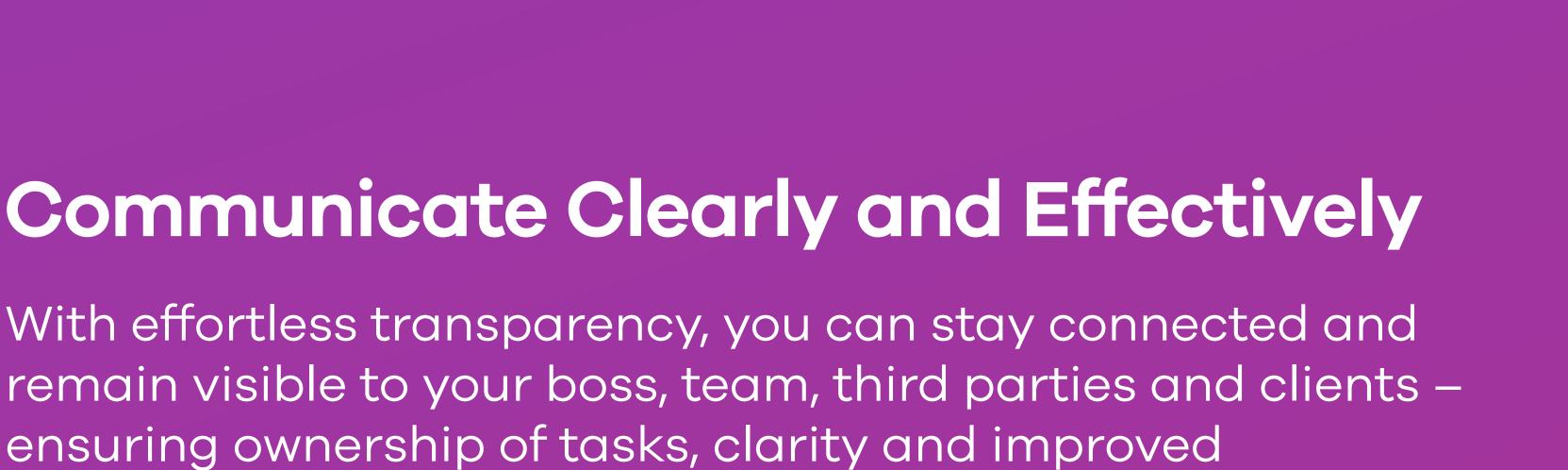
All of your work is in one central location.

without their own account. You can

generate templates and automate

Third parties can collaborate easily – even

repetitive work, avoiding the risk of human





#### circumstances. From the outset, provide clear instructions for every task to avoid unnecessary confusion later down the line.

communication and who to contact under specific

Manage expectations when it comes to communication –

from response times to the most appropriate methods of

With GetBusy The GetBusy communication tool integrates

The key to remote team communication is security – without it,

with your existing systems and ways of

communication by making use of the

real-time chat functions and automatic

reminders – meaning you spend less time

working. Ensure better and easier

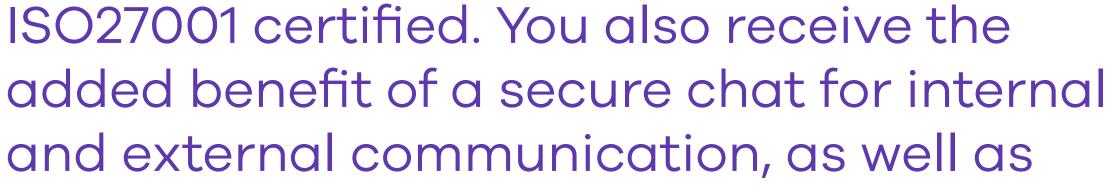


With GetBusy

Better Security

chasing up tasks.

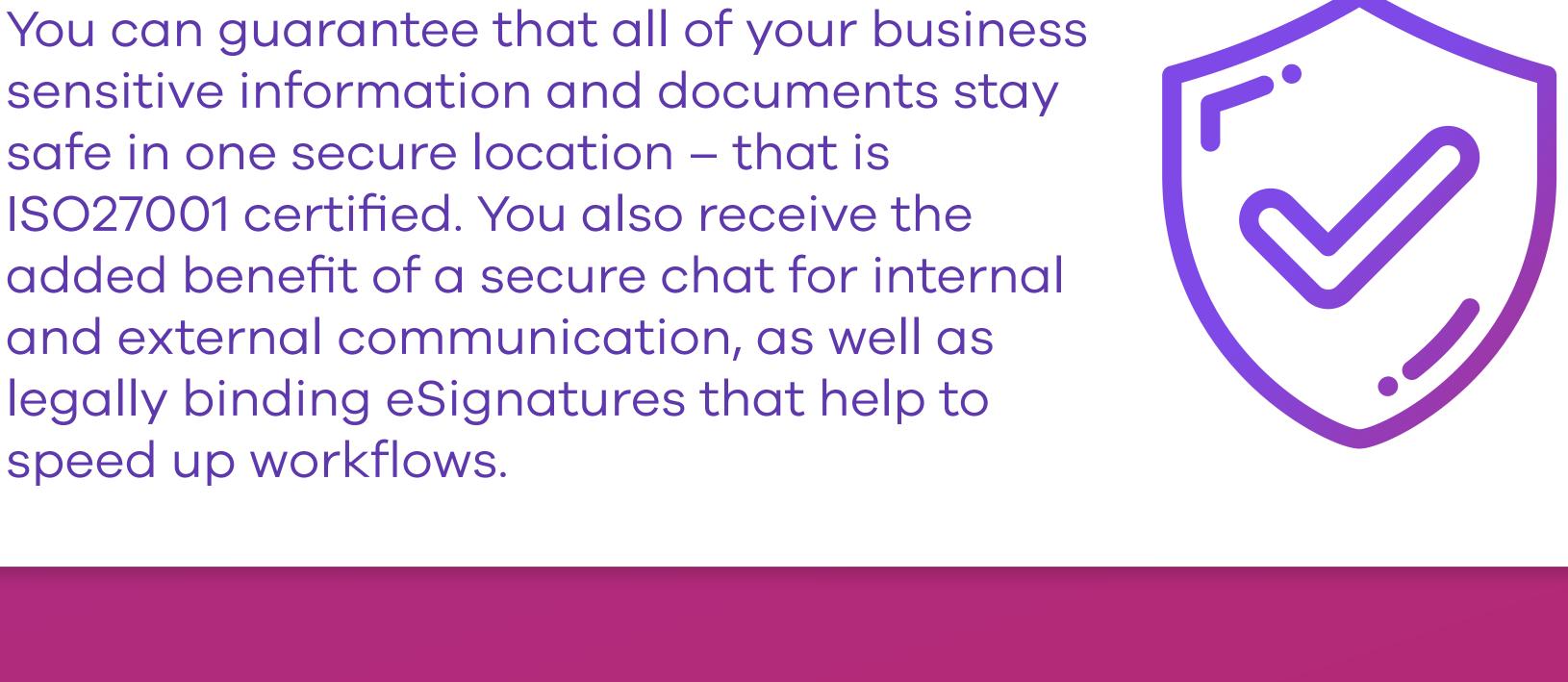
 Share pre-written and company-approved task templates across your team to increase accuracy and ensure best practice – one key step towards remaining compliant.



safe in one secure location – that is

sensitive information and documents stay

legally binding eSignatures that help to speed up workflows.



## Are you looking to streamline your remote team communication strategies? For clearer collaboration and communication on a

choose GetBusy.

BOOK A FREE DEMO TODAY

project basis - both externally and internally -