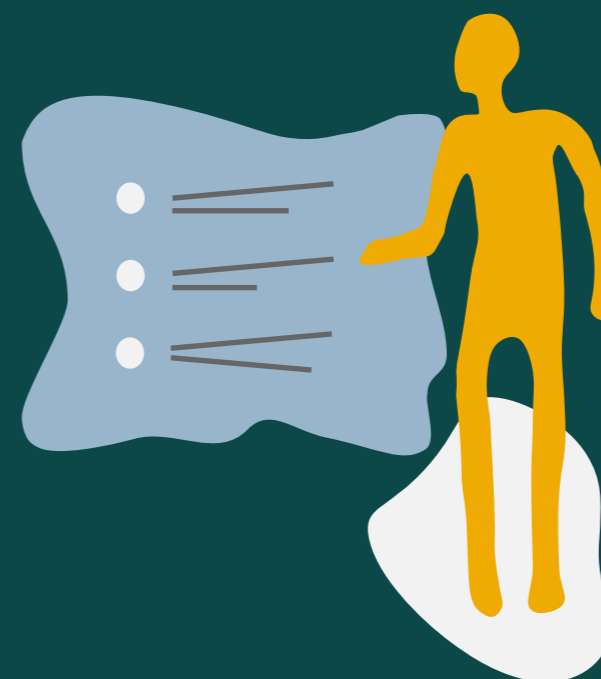


**HEJ.**

# Tips for **effective** remote teamwork

# 1. Define guidelines and expected behaviour

First, it is important to manage expectations when working remotely so that everyone feels comfortable with the new 'rules'. The [Team Remote Working Charter](#) by Hyper Island is a great tool to co-create remote guidelines with the team.



## Did you know?

49% of remote workers claim their greatest challenge is related to mental health?



# 2. Find a work tracking & project management tool

When working remotely, online tools such as [Asana](#) & [Trello](#) can help teams communicate about work more easily. Projects and tasks are presented visually on a (Kanban) board, allowing members to track every part of the process.



# 3.

## Stay connected through regular team check-ins

A remote check-in can help the team to stay present and motivated. It allows members to ask questions, read emotions, and have a laugh, which contributes to the team's overall wellbeing. Zoom and Google hangouts are great tools for real time team check-ins.



## We say HEJ.

What else do you want to know about remote teamwork? Feel free to send us a message via [info@wesayhej.com](mailto:info@wesayhej.com)

Warm regards,

Hanne & Jennifer

[www.wesayhej.com](http://www.wesayhej.com)  
[@wesayhej](https://www.instagram.com/wesayhej)

## About HEJ.

In today's digital age, organisations are faced with new challenges when it comes to employee satisfaction and team communication. HEJ offers programs to help companies produce better results by focusing on the way people work. HEJ was founded in 2019 by Hanne Gerhards & Jennifer Reinhard.