

REMOTE WORK CHECKLIST



Workspace

- ☐ Dedicated work zone
- ☐ Ergonomic desk setup
- ☐ Natural lighting source
- ☐ Decluttered environment
- ☐ Noise-free surroundings

Communication

- ☐ Daily team check-ins
- ☐ Clear message guidelines
- ☐ Use async tools
- ☐ Video when needed
- ☐ Encourage feedback loops

Focus & Flow

- ☐ Block deep work time
- ☐ Turn off distractions
- ☐ Use focus music
- ☐ One task at time
- ☐ Short screen breaks

Work-Life Boundaries

- ☐ Set work hours
- ☐ No-work notifications
- ☐ Planned lunch breaks
- ☐ Shutdown ritual daily
- ☐ Weekend digital detox

Collaboration

- ☐ Shared project boards
- ☐ Defined team roles
- ☐ Regular brainstorming calls
- ☐ Transparent task tracking
- ☐ Use a virtual whiteboard

Technology

- ☐ Stable internet connection
- ☐ VPN when required
- ☐ Backup power/Wi-Fi source
- ☐ Updated collaboration tools
- ☐ Cybersecurity awareness

Mental Wellbeing

- ☐ Take nature breaks
- ☐ Practice daily gratitude
- ☐ Help colleagues
- ☐ Encourage camera-off days
- ☐ Loving-kindness meditation

Team Culture

- ☐ Celebrate small wins
- ☐ Practice active listening
- ☐ Encourage learning days
- ☐ Admit when you are wrong
- ☐ Respect cultural differences

Continuous Improvement

- ☐ Monthly feedback surveys
- ☐ Defined career growth plan
- ☐ Share productivity tips
- ☐ Trial new tools
- ☐ Take ownership of tasks

