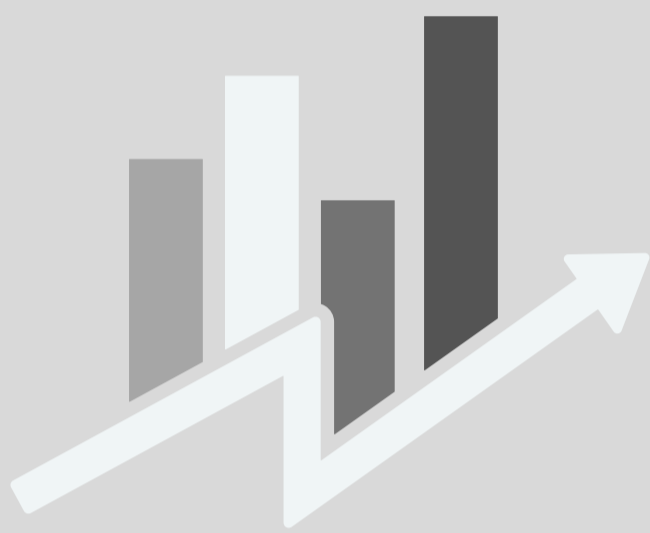


# Remote Team COMMUNICATION

## 1 General Best Practices

- Be Clear and Concise: Avoid ambiguity. Use simple, direct language to prevent misunderstandings
- Overcommunicate: When in doubt, provide more context rather than less—clarity is key.
- Document Everything: Use shared tools to keep track of decisions, tasks and updates.

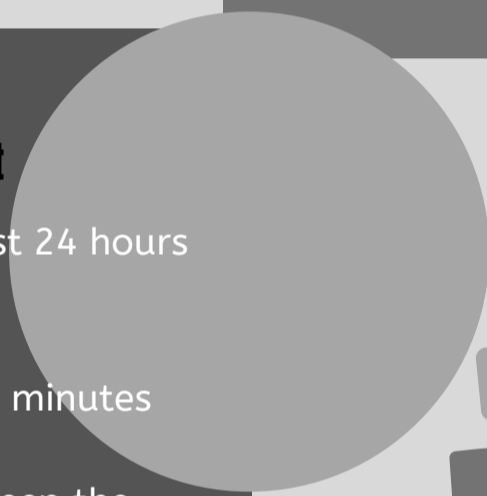


## 2 Choosing the Right Communication Tool

- Instant Messaging
- Video Conferencing
- Project Management
- File Sharing & Collaboration
- Async Updates (Email)

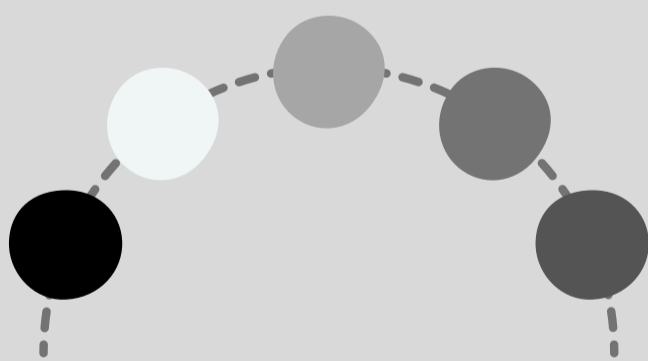
## 3 Virtual Meeting Checklist

- Send an agenda at least 24 hours before the meeting.
- Test your tech setup (camera/microphone) 5 minutes before.
- Assign a facilitator to keep the meeting on track.
- Use icebreakers to build rapport .
- End with clear action items and next steps.



## 4 Tips for Managing Time Zones

- Use tools like [World Time Buddy](#) to find overlapping hours for meetings.
- Rotate meeting times to accommodate all team members fairly.
- Record meetings and share notes for those who can't attend live.



## 5 Building a Culture of Feedback

- Encourage open communication: Create a safe space for team members to share ideas and concerns.
- Use frameworks like "Start, Stop, Continue" for constructive feedback:
  - Start: What should we start doing?
  - Stop: What isn't working?
  - Continue: What's going well?

