




How to lead People

/Leading teams remotely



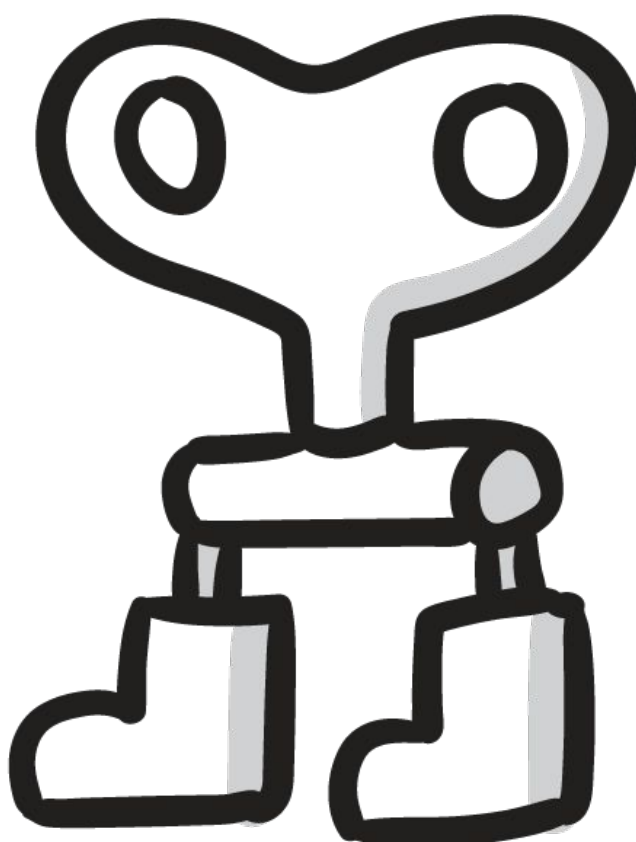
**Now, more
than ever,
leadership
may be
physically
distant, but
it can't be
remote.**

**Leading
people is a
balance of
Touch
and
Task.**

Touch is the social glue that creates collaboration, that gives us community.

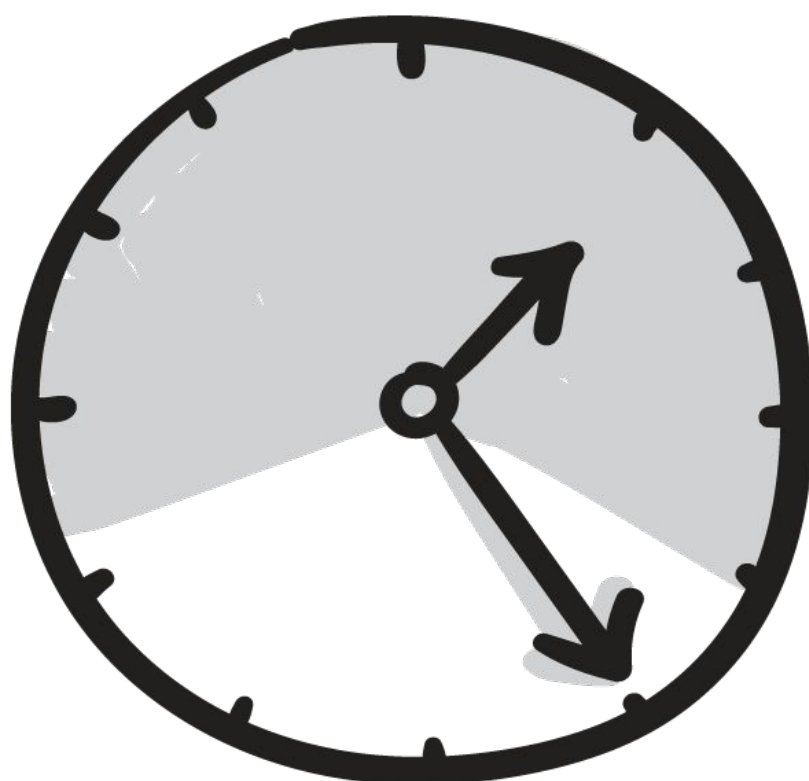
Touch is a shared purpose that builds relationships. It's the nod of appreciation for a productivity tip, or a job well done.

Build new norms.



Take the time to talk about new norms — make them explicit for your team.

Give everyone airtime.



Get everyone engaged.
Not just the loudest
voices in the room.

Have patience with technology.



It can help if you let it.
Now is a time to learn
all those little shortcuts
and hacks.

Choose to chit-chat.



This builds the social
glue and trust needed
for high-performing
teams.

Make time for facetime.



If you can't meet face to face, use video. It widens the keyhole.

Create working pairs and small groups.



Consciously break work
out for small groups to
break down silos.

**Task
is the work.
It's why we're
here in the
first place.**

Task moves the business forward. It's the initiatives and projects, the product builds and sales calls. The sticky problems that take know-how and expertise.

Clear direction is everything.



The clearer the
direction, the simpler
the task. Beware of
overloading people!

Manage work to outcomes.



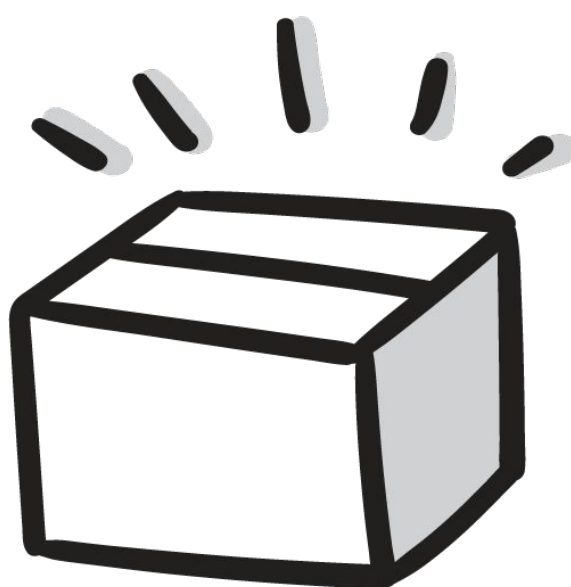
Explain the outcome —
the why and the what.
Leave the ‘how’ to them.

Double down on structure.



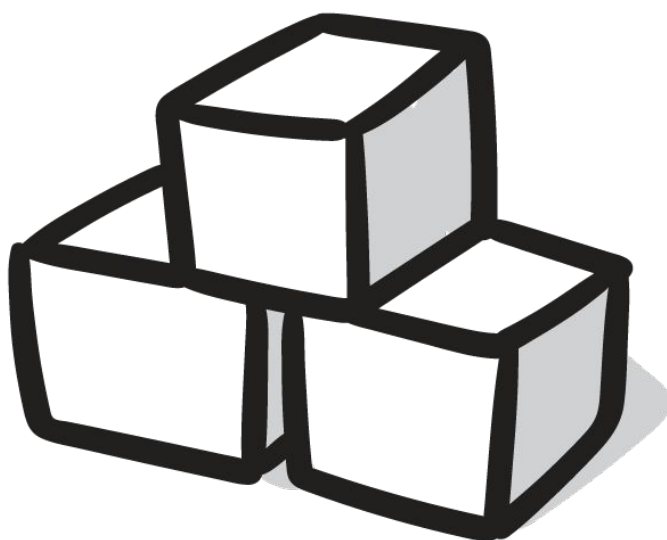
Use structure to shore up willpower and work ethic, and beat back procrastination.

Batch work, use to-do's, and sprints.



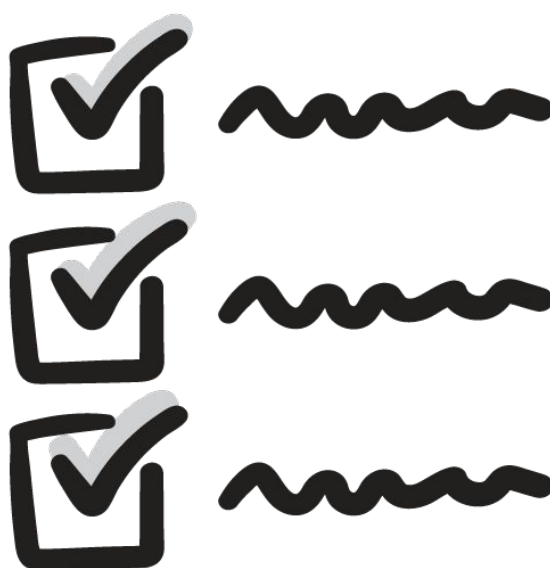
Focus. Don't multi-task.
Organize the team's
work to get stuff done.

Teach, and make time for how-tos.

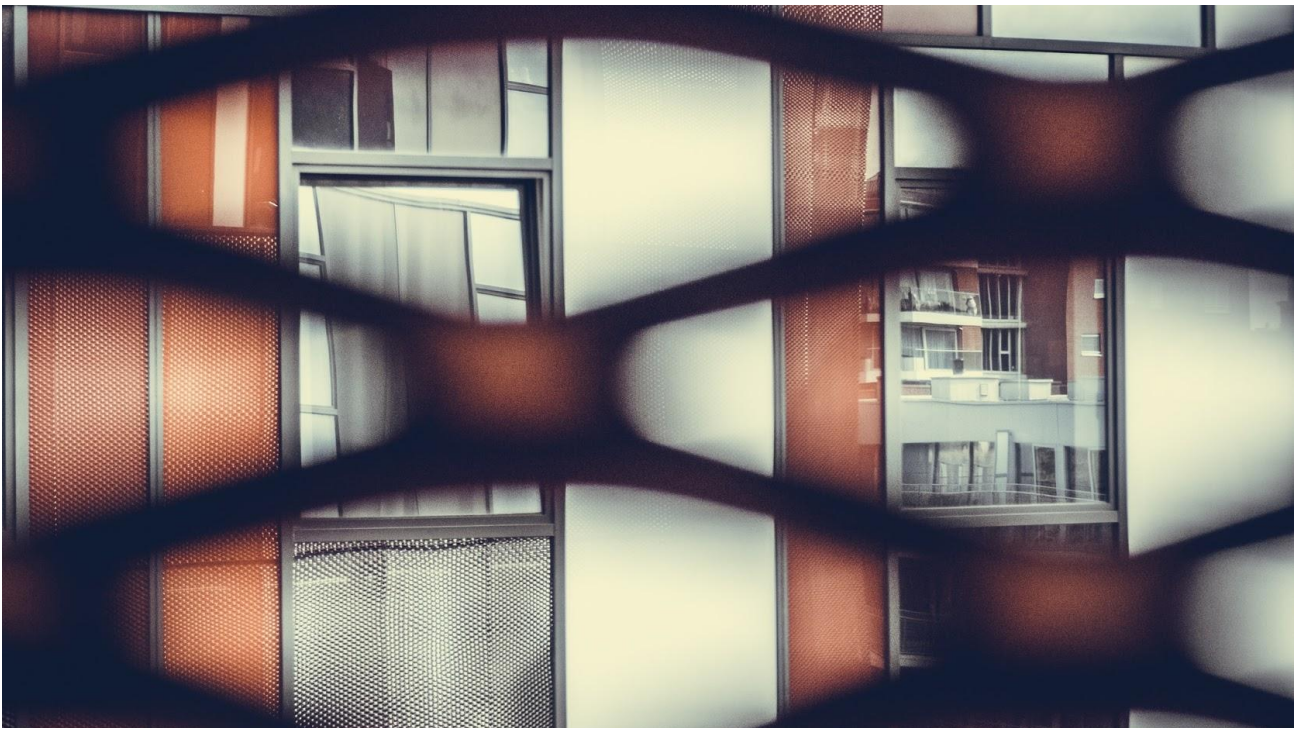


The best leaders are great teachers. Share best practices, make time for learning.

Communicate more clearly than ever.



Tell stories. Use
analogies. Simplify.
Explain.



Operation Keyhole — How to lead remote teams.

Ready or not, as of March 15, 2016, remote work is here. Microsoft, Google and Slack have all reported spikes in the use of their collaborative software. In a forced social experiment, virtual teams are here. [... more](#)



The How Company

About fassforward.

Fassforward is a woman owned consulting business founded in 2001. Over the years, clients have come to call us, “The How Company,” because we keep it practical, outcome based and rooted in neuroscience. We help your leaders learn, lead and communicate more effectively as well as shape culture and build capabilities.

We believe that your Customers, People, Culture, Leadership and Purpose are all critically connected. Therefore, connecting those dots is key, which is why we developed [The Rize System™](#). This unique system is delivered through our four services — [Coaching](#), [Consulting](#), [Training](#) and [Creative](#) — all designed to improve how you learn, work and lead.

