

Remote worker: Your key routines

1-on-1 meeting with your manager

Purpose:	Stay connected and get total clarity on what you will be doing for the next 7 days		
Timing:	Weekly (30-60 min)	Ideal Tools:	Zoom + Crewmojo
How:	Schedule a weekly Zoom meeting with your manager. Pre-meeting: Add talking points to your shared agenda in Crewmojo Discuss: Anything blocking your progression, the top 3 outcomes you are looking to achieve by your next 1:1, your current well-being . Keep the conversation forward looking , this is not a status update.		

Progress-update to your manager

Purpose:	Build trust and keep your manager informed		
Timing:	Weekly (10 min)	Ideal Tools:	Crewmojo / Email
How:	Written on Fri afternoon: <ul style="list-style-type: none">- Update on your top 3 outcomes- Unforeseen work that landed on your plate- Your focus for Monday into the new week- Acknowledge a co-worker that helped you this week Mostly a backwards looking reflection of your week		

Feedback & Communication

Purpose:	Speed up learning and improve belonging		
Timing:	Daily (2 min)	Ideal Tools:	Crewmojo + Slack
How:	WFH might be a new process, so ask for feedback from your manager and teammates. E.g. How's my communication? Too much? too little? level of detail? Share praise frequently, this will help build trust and reinforce the great stuff your teammates are doing.		