When team members are working remotely, you need to manage them differently. These simple guidelines can help you get the best work from your team.

**BE AVAILABLE AS MUCH AS POSSIBLE.**
Let them know they can reach out to you with questions or concerns throughout the workday.

**MAKE SURE THEY HAVE WHAT THEY NEED.**
That may include access to sites and software, guides, instructions, checklists and more.

**PROVIDE REGULAR, DETAILED FEEDBACK.**
Don’t hesitate to let them know when they’re doing well — and when they need to improve.

**STEP IN TO RESOLVE DIFFERENCES.**
Team members don’t always agree. Be ready to address issues quickly to move the work forward.

**SCHEDULE TIME TO TALK FACE-TO-FACE.**
Regular video chats are a great way to strengthen connections and provide encouragement.

**HELP THEM SEE THE BIG PICTURE.**
Be clear about how the work they’re doing fits into specific projects and the team’s role as a whole.