



# Back To Work Checklist The Remote Space

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As many locations gear up for “back to work” take a few minutes to run through this checklist:

## The Role and Goals:

- Clarity of role – What am I doing?
- Key goals – What do I need to do? What are my priorities?
- Clarity of process – How do I do it?
- What will success look like?
- Relationships - Who do I go to? (Boss, Mentor, Peers, \_\_\_\_). Who do I work with?

## My Work:

- Key tasks
- Success measures
- Review team priorities
- Past experience - What’s working well? What’s not? What can remain the same?
- New opportunities
- What can I repurpose?
- Where to go – for support, resources, etc.
- Expectations

## Establishing Key Relationships:


- Peers
- Mentors
- External Stakeholders
- Industry colleagues
- Internal Stakeholders

## Other

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## Setting up Office:

- Security
- Comfort
- Files
- Communication – Internet
- Office systems
- Reporting requirements



Listen into the Remote Pathways podcast as we explore the adventures of the Digital Dozen. From the pathway of the solopreneur, to the experience of a new corporate remote team member, setting ourselves up for success is key. What do you need to get going?

## Systems:

- Communication
- Financial
- Team
- Project