

# WEEKLY CHECKLIST

## WEEKLY STEPS

Remember, your focus as a leader of remote teams is to ensure your team feels connected, is clear on what success looks like, and has the resources to succeed. Use these steps as a guide to drive performance.

### MONDAY

- Hold a team standup in the morning with all team members. Focus on reconnecting, goals for the week, and any collaboration needs.

### TUESDAY - THURSDAY

- Host a daily stand-up (15 mins) with the whole team. What's on their radar? What do they need?
- Hold your weekly GOOD 1-on-1s with team members. These should be prescheduled and on a regular cadence.
- Follow up on action items and obstacles you need to address based on GOOD meetings.

### FRIDAY

- Hold your end-of-week checkout with the whole team. Focus on key accomplishments, highlights, and what's on deck for next week.

### ANY DAY, JUST BE SURE TO FIT IT IN!

- Team communication. What do they need to know? What do they want to know?
- What kudos should be given? What recognition should be shared?
- What should be celebrated?

## IT'S G.O. TIME!

Use this space to capture Goals and Obstacles from your GOOD 1-on-1 sessions this week. This gives you line of sight to the team's priorities and obstacles you can address.

### TEAM GOALS

### OBSTACLES