Leading remotely
The 5/5 framework checklist

	Always	Sometimes	Never
Principle #1: PURPOSEFUL LEADERSHIP			
Be visible: Are you a visible leader to your team/s? Optimise your frequency of contact, leverage technology, especially video conference. Be more visible than ever!			
Be a swan: Are you demonstrating 'swan-like' behaviours? On the surface, you are calmness personified, even if under the water your feet are paddling like crazy!			
Be the pragmatic optimist: Are you grounded in reality (the pragmatist) yet positive, upbeat and future-focused?			
Be empathic: People don't care what you know until they know that you care. Are you engaged in seeing the world through other people's eyes?			
Be commercial: Are you in the results business? Being empathic is blended with performance leading productivity and accelerated and sustained results!			
Principle #2: ROUTINES AND RITUALS			
It's not a normal day: For self and others working remotely is not necessarily a 9–5 day! How flexible are you in your thinking and application of this design principle?			
Know your best time of day: Do you know your best time of day…early riser or night owl? Are you doing your most important work at your best time of day?			
High-performance day/week: How effective are you in designing your high-performance day/week and coaching others in the design of theirs?			
Are you 'going to work' each day? The mindset switch coupled with behaviours like you would typically do; showering, dressing, breakfast…'going to work'			
Be disciplined: How disciplined are you working in the remote environment blocking out distractions, focusing and operating as a productivity ninja?			
Principle #3: 'OVER' COMMUNICATION PLAN			
Have a comms plan! Are you working to a formalised communications plan, meeting the needs of you and your people; frequency and communication preferences?			
Start with WHY? Do you start all communication messages with the 'WHY?' for context and address the WIIFM factor before moving on to the WHAT? and the HOW?			
Repetition: Just because you're hearing doesn't mean you're listening! How effective are you at repetition of message until people have genuinely listened to understand?			
Media tools: Are you using a variety of media tools aligned to generational and individual preferences and the right tool for the right message?			
Playback technique: In order to check understanding in any communication, the key is the recipient of the communication playing back their understanding of what has been said NOT you summarising as the communicator. Do you fall into this trap?			
Principle #4: PRODUCTIVITY AND RESULTS			
Outputs, not inputs: Are you focusing on the outputs rather than the inputs? It's not the time your people put in, but the outputs they deliver that truly matters!			
The WHAT? and HOW? of performance: Are you equally focused on the WHAT? (What is produced or delivered) and the HOW? (Values/behaviours) of performance?			
Quantitative and qualitative: Are you focused on quantitative and qualitative outputs ensuring that not just results are being achieved but they are also to the required quality and standard?			
Candid feedback: Are you providing regular, candid feedback based on both inspirational and developmental feedback, so people know exactly where they stand and how they are performing?			
Early heads up! Are you setting the 'rules of engagement' so people are pro-actively managing expectations if deadlines or performance are going to be missed?			
Principle #5: WELLBEING			
Work/life blend: Are you maintaining a good work/life blend (balance doesn't exist!) and are you promoting and ensuring a good work/life blend in others?			
Isolation and loneliness: How attuned are you to spotting the signals from others in the downsides of remote working and pro-actively addressing them?			
Socialisation…ONE team: How effective are you in enabling a ONE team culture with a remote team? (Weekly team preview/review sessions, Whatsapp group, Friday drinks)			
Go 'home' every day: How good are you at crossing the door threshold from a home office into home life and switching off from work and switching into family?			
Wellbeing check-in: How good are you at making contact with team and others where there is no specific agenda other than just a broader wellbeing check-in?			

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