Distributed Team
Mindsets for Successful Remote Collaboration

When we work in the same physical environment, we can rely on quick conversations to resolve issues, and visual cues — such as seeing someone at their desk working — help build trust. When collaborating with a team that isn't in the same physical space, we need to shift mindsets to achieve equally effective communication and build a sense of trust.

Use this document to self-evaluate your mindset

It's the responsibility of every individual team member, not just the Project Manager or Lead, to create a successful collaborative environment. So, we've created a quick checklist of questions to help team members figure out if they have the attributes and attitudes necessary for successful remote collaboration.

Managers and team leads can also use these questions to help guide team members towards areas of growth.

Outline

Questions for All Team Members

- Am I demonstrating to my team members that I am **trustworthy** and will follow through on commitments?
- Am I being **transparent** by being direct and honest when communicating with the team?
- Am I **communicating clearly** in writing by editing my own work to ensure that I'm getting my point across concisely and providing necessary context for team members to respond?
- Am I being **empathetic** by giving others the benefit of the doubt?
- Am I being **proactive** by seeking out my own answers and putting forth my questions as needed?
- Am I being **autonomous** by driving the work forward, even when I have incomplete information?

Questions for Team Leaders

- Am I demonstrating that I **trust** the team by empowering them and respecting their ways of working?
- Am I being **egalitarian** by ensuring that information is being freely shared?
- Am I **setting clear expectations** by being precise and thorough in my communications about the standards to which work will be upheld? Am I giving direct and actionable feedback?
- Am I working to **build strong relationships** with team members so I can help facilitate relationships amongst the team?
- Am I being **flexible** by finding ways to overlap with all team members to keep the flow of communication going?
- Am I being **organized and systematic** in structuring the project approach, tools, and processes to ensure that team members are equally able to contribute?