




# 5 ACTIONABLE TIPS TO BOOST REMOTE TEAM PRODUCTIVITY BY 30%

ULTIMATE GUIDE



How do you get your remote Software Company to be more productive without constantly motivating and micromanaging?

Implement the steps outlined in this guide, and we guarantee that your remote agency will become 30% more productive and engaged.

# CONDUCT REGULAR REVIEWS



One way to create a productive and engaged employee is to explain what is expected of them.

If you want to build an effective team, you as a manager have an obligation to share your company's vision and introduce your team to core values and corporate culture.

Regular reviews are a great way to set up a feedback loop between you and your employees.

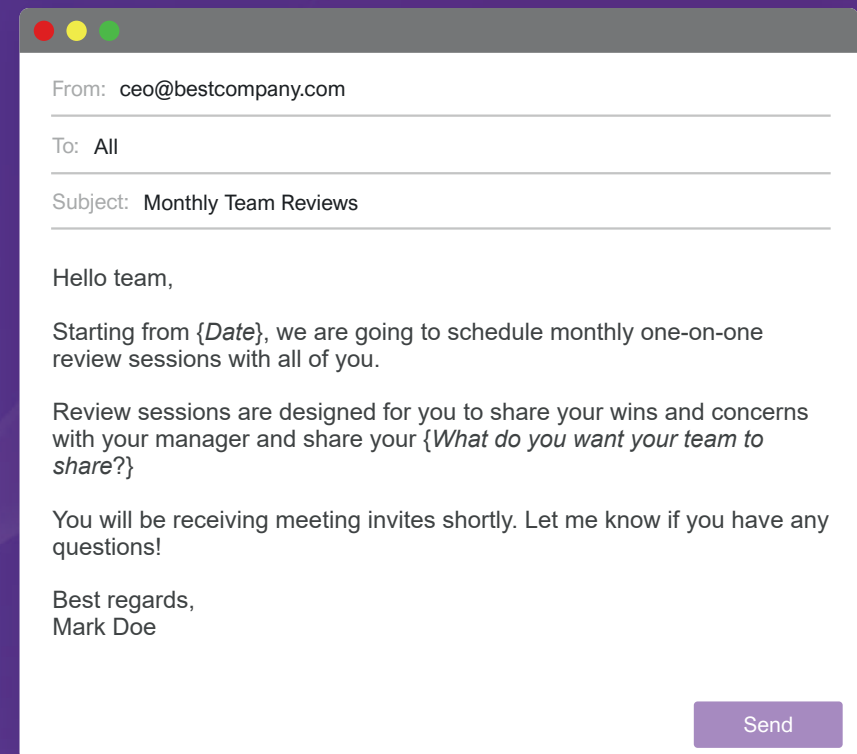
Regular feedback helps managers and company owners to make sure that the team is in sync.

Based on our review of hundreds of remote agencies, you should not only celebrate their achievements but also draw attention to their mistakes and shortcomings by offering them actionable plans to resolve them.



## ACTIONABLE TIP #1

Copy and send this email to your team



# ENCOURAGE EMPLOYEES TO EXCEL IN WHAT THEY DO BEST

Employees need customizable roles that enable and encourage them to contribute in ways that have personal significance.

Creating opportunities for employees to do what they do best requires a company to be malleable in the way it approaches improving employee productivity. From choosing candidates that have a high sense of self-awareness to fostering an environment that embraces diversity, employers are finding that sometimes they need to sit in the passenger's seat to truly drive growth.

## ACTIONABLE TIP #2

Offer your remote employees to reimburse online courses and certifications in digital marketing, design, or programming.



# ASSIGN TASKS THAT ARE EASY TO UNDERSTAND

Pushing your productive employees to their limits is good, but don't overdo it.

Employees are people, and people get tired.

Being overwhelmed by tons of daily tasks can cause employees to procrastinate. This can lead to frequent delays and unproductivity.

Set realistic individual goals and objectives for employees that they can definitely achieve. This way, you can increase their efficiency, self-satisfaction and allow them to feel that their role in your company is important.



## ACTIONABLE TIP #3



Commit to never have tasks that require more than 8 hours to complete. If you have a large task, always split it into a task that requires less than one workday to complete.




# REMOVE UNNECESSARY DISTRACTIONS



According to a recent research study\*, up to 75% percent of employees agree that social media kills focus at the workplace.


A quick way to solve this is to create a new policy at work that limits the usage of social media and other distractions.



## ACTIONABLE TIP #4



Consider using a productivity monitoring tool that helps analyze internet usage and productive work time. One example of a productivity monitoring tool that you can give a try is Monitask.



\*<https://www.techrepublic.com/article/75-of-americans-agree-notifications-kill-focus-in-the-workplace-most-blame-social-media/>

# EMPHASIZE QUALITY OVER QUANTITY FOR SIMILAR WORK

The goal should always be not on the amount of time spent working but instead on what you accomplish during your work.

Longer hours do not always yield better results. To summarize, the quality of the work done has greater efficiency gains than the quantity.

Here are some ways through which you can encourage a better quality of work rather than the quantity.

Research shows that a shorter workday (such as a 6-hour workday in Sweden) resulted in employees feeling healthier, less stressed, and take lesser sick days.



Offer regular breaks at work so that employees can feel recharged at an individual level. Encourage team members to leave their work at the office and not let it hamper their personal life.

**ACTIONABLE TIP #5**





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Better solution to boost your remote team productivity.

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