



Survival Tips for Managing Remote Workers

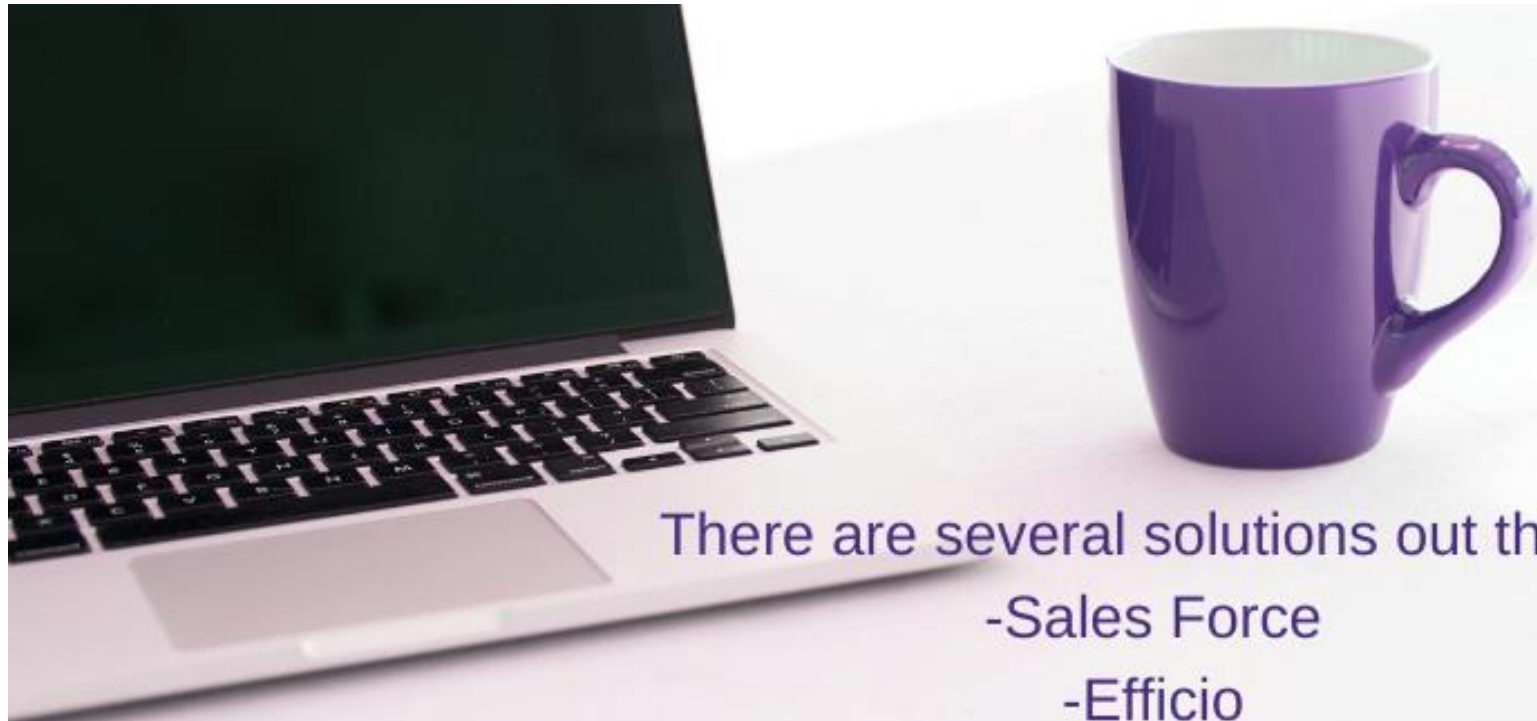
Prepared by the Experts at Media Staffing Network

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Tip #1

Invest in an online CRM (customer relationship management) system if you have not already done so.



There are several solutions out there:

-Sales Force

-Efficio

-Matrix

-RAB Account Manager

These are essential in keeping tabs on what is going on, who is doing what and which clients need attention.



Tip #2

Set up virtual sales meetings, use an online conferencing program like ZOOM. It is easy for the team to see each other and interact, share presentations and attend training.

A close-up photograph of a person's hands interacting with a calendar. The calendar is a grid showing dates from 1 to 31, with the word 'January' visible at the bottom. The calendar is placed on top of a silver laptop keyboard. One hand is holding a grey pen, pointing at the date '1'. Another hand is visible at the top left, holding the edge of the calendar. The background is a plain, light-colored surface.

Tip #3

Require each person to pre-set schedules for their daily calendar where they can input appointments so that the manager can monitor activity



Tip #4

Encourage each person to over-communicate

OVER-COMMUNICATE!



- Lay out goals and expectations in writing and cover verbally
- Corporate should be communicating regularly with team members
- Encourage staff to pick up the phone with questions to delay interpretation
- Create an INTRAOFFICE communications to keep everyone aware of any changes, updates or notices

A close-up photograph of a person's hands typing on a silver laptop keyboard. The person has red nail polish and is wearing a ring on their left hand and a blue and silver beaded bracelet on their right wrist. A yellow sticky note is held in their right hand, partially obscuring the keyboard. The background is a blurred office or home workspace with a wooden desk and a potted plant on the left.

Tip #5

Set up shared documents on platforms where all can easily access.

Drop Box, Microsoft and Google all have programs.

Make sure to input all key documents such as orders, proposals, sales materials on the shared doc and set up a training session so all know how to access.

We want to help our industry stay healthy – both physically and financially.

For those of you who are in ‘hiring’ mode, ask about our tips for Remote Hiring

We are here to brainstorm; help keep your team together and support you anyway we can!

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