

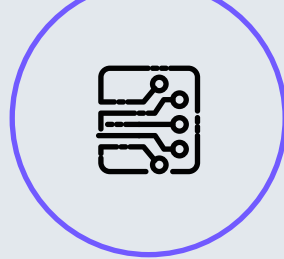
A Fully Distributed Model for Leaders

How to Manage Top-Performing Teams

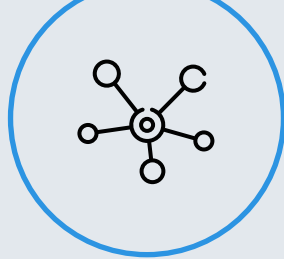


What Is a Distributed Working Model?

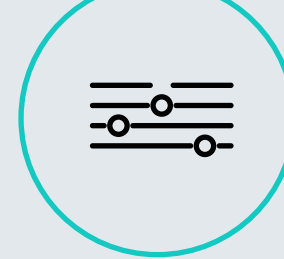
A distributed working model maximizes productivity and effectiveness in companies with multiple global locations and employees living across various time zones. If you're a leader who wants to implement a distributed working model at your company, your experience may involve:



Digitization of current processes



Restructuring how information originates and spreads



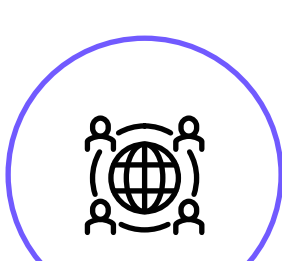
Implementing new and customized tools



When leaders approach distributed working in the right way, they see major shifts in the way work gets done, helping them move toward **more autonomous, empowered, and mission-oriented teams.**

How Can Business Leaders Benefit From Distributed Working?

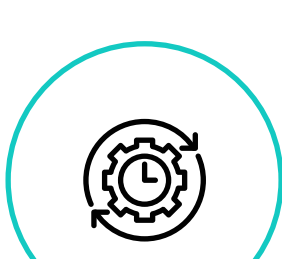
When teams feel more empowered and have the tools to work more effectively, the benefits are endless:



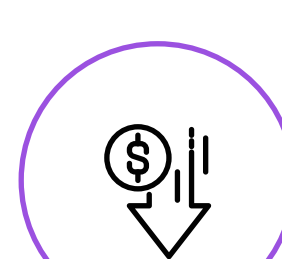
Access to new global talent pools



Increased employee satisfaction



Increased team efficiency



Lower overhead costs



The Foundation of Distributed Collaboration

A successful distributed working model is built upon a foundation of five methods:

1

Flexible tools

Pick the most reliable, robust, and lowest friction tools — and be willing to change them as a project or team evolves.

2

Accountability

Empower each team member to make decisions and embrace accountability — which actually improves the quality of their decision-making.

3

Depth of work

Responding to IMs, emails, and phone notifications on the clock leads to shallow work. Team members must be all-in on a task to tap into creativity and quality.

4

Effectiveness, not busyness

Teams should orient around shared goals and priorities to ensure backlogs are populated by the most important tasks at any given time.

5

Clear communication

When beginning a project, teams should choose methods and tools with a bias toward asynchronous communication for disparate time zones.

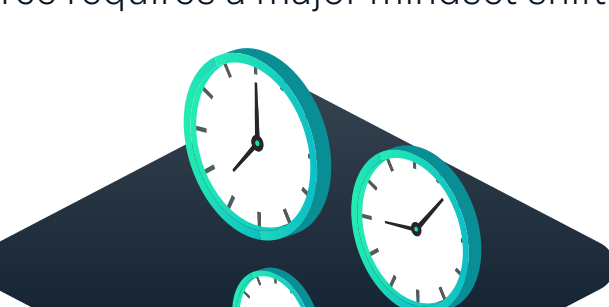


Your Distributed Collaboration Cheat Sheet

Bringing remote transformation to a business and workforce requires a major mindset shift for leaders.

Embrace flexibility

Accept that teams across multiple time zones will be online at different times of the day.



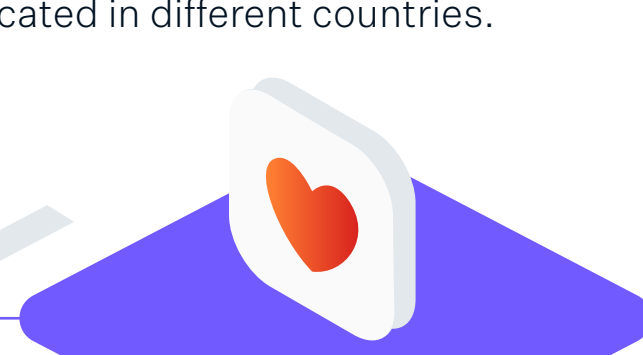
Build trust

Provide opportunities for teams to meet and bond remotely, even when they're located in different countries.



Be empathetic

Remote work can mean a lifestyle change for most workers. Embrace the transition period with empathy.



Be clear about communication styles

Colleagues are busy, so be respectful of their time and conscious of communication styles.



Don't sit waiting for a reply

For urgent needs, message a colleague directly.



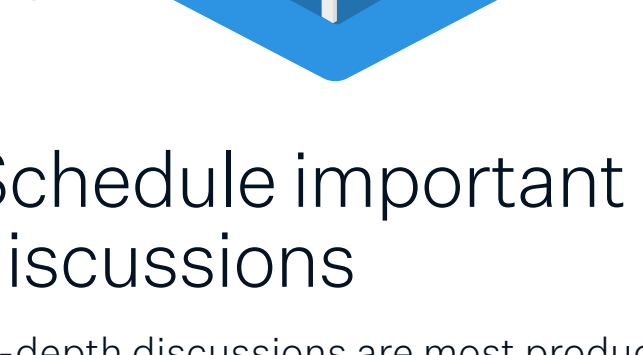
Schedule important discussions

In-depth discussions are most productive over video chat — not Slack or other IM platforms.



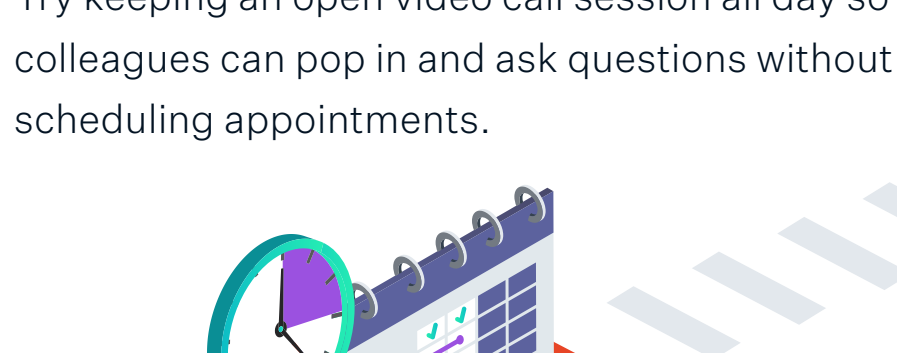
Leverage always-on video

Try keeping an open video call session all day so colleagues can pop in and ask questions without scheduling appointments.



Be responsive

Establish set timeframes for acceptable IM, email, text, and phone call response times.



Take It From the Experts

Distributed Working Yields Results

Theorem is a global leader in distributed collaboration. For 12+ years, we have engaged in projects that leverage distributed collaboration with dozens of major companies around the world, including Apple, American Express, UPS, and AT&T.

Learn more at www.theorem.co

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