

True or False Quiz: Virtual Teams Best Practices

Be consistent and contact all team members in the same way.



FALSE

Consider your audience. Know the right vehicle to communicate with each person on your team. Some feel more connected with a call, while others prefer email.

24 hours is a good deadline for responding to emails or voicemails.

TRUE (Sort of)

Be clear about your expectations for response times and “off-hours” contact—this might mean 24 hours, but it might be different for your team. The key is to have a policy and hold everyone accountable for following it.

If the majority of team members work in one time zone, it is best to schedule a meeting at a time convenient for them.

FALSE

Where possible, rotate the impact when personal sacrifices are required of employees. The same people should not always be asked to meet in the early morning or late at night.