

Remote Team Leadership Checklist

A Practical Guide from PlanetWeb Solutions

1. Define Core Overlap Hours

Agree on 3–4 shared hours daily when all team members aim to be reachable (e.g., 10 AM–2 PM WAT). Document this in your team agreement.

2. Create an “Offline Protocol”

Specify where work is saved before outages (e.g., “All client drafts go in /Q3/ClientX/”) and require a quick handoff note: “Last update: 3 PM. Next step: awaiting client feedback.”

3. Build Your “Nigerian Remote Team Contract”

Co-create and agree on:

- Core hours and “going offline” signals
- Primary tool for announcements (avoid WhatsApp — see our guide on [WhatsApp Business Communication Problems](#))
- After-hours norms and escalation paths

4. Consolidate to One Source of Truth

- Tasks: One board (e.g., Zoho Projects)
 - Files: One drive (e.g., Zoho WorkDrive)
 - Announcements: One channel (e.g., email or Zoho Cliq)
- Reduces data cost, login fatigue, and confusion.
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5. Implement Peer Accountability Pairs

Pair team members for mid-week progress check-ins. Reduces bottlenecks and builds team resilience.

6. Enable Offline-First Documentation

Use tools with strong offline support (Zoho Writer, Google Docs). Train your team to save locally during outages and sync when power returns.

7. Run a Tool Audit

- Cut any tool that:
 - Isn't essential
 - Duplicates another
 - Isn't NDPA-compliant (if handling personal data)
 - Need help choosing? See: [Remote Work Tools in Nigeria](#)
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8. Enforce Basic Security Hygiene

- Enable two-factor authentication (2FA) on all accounts
 - Use a password manager (e.g., Bitwarden)
 - Separate work and personal devices or user profiles
 - Train the team to spot phishing (fake NEPA/bank alerts)
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9. Plan for Power & Data Gaps

- Encourage your team to:
 - Save work every 10–15 minutes
 - Download key files before expected outages
 - Use mobile hotspots as backup during critical deadlines
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10. Measure Outcomes, Not Activity

- Replace “Were you online?” with “Was the client report delivered?”
 - Define success by output, not hours logged or “last seen.”
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Next Steps

- Customize this checklist for your industry (e.g., add NDPA controls for fintech, field ops protocols for logistics).
 - Review quarterly — remote work evolves, and so should your systems.
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Need Help Implementing This?

- PlanetWeb Solutions helps Nigerian businesses design secure, NDPA-ready remote work systems that function whether the lights are on or off.
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- Learn more: planetweb.ng