



## Self-Assessment: Do I use virtual team best practices?

This assessment will help you determine if you use virtual team best practices

### INSTRUCTIONS

- Using **R**arely, **S**ometimes, **O**ften document how frequently you do the following
- There isn't a correct answer, only personal perception
- Be honest with yourself

Virtual Team Statements	R, S, O?
1. I choose the simplest tool that the majority of the team is familiar with	
2. I use tools to contribute in real time via shared workspaces/hubs	
3. I troubleshoot tech issues before meeting	
4. I create a meeting agenda, attach it to the meeting invite, and share with attendees 2 days in advance, and then again 2 hours before the meeting	
5. I continuously improve meetings by asking for and acting on feedback	
6. If possible, bring the team together for the kickoff	
7. I clarify tasks and processes	
8. I create team norms	
9. I create a collaborative hub for sharing personal info and building relationships	
10. I Clarify and track commitments	
11. I foster shared leadership	
12. I check in one on one regularly with team members	