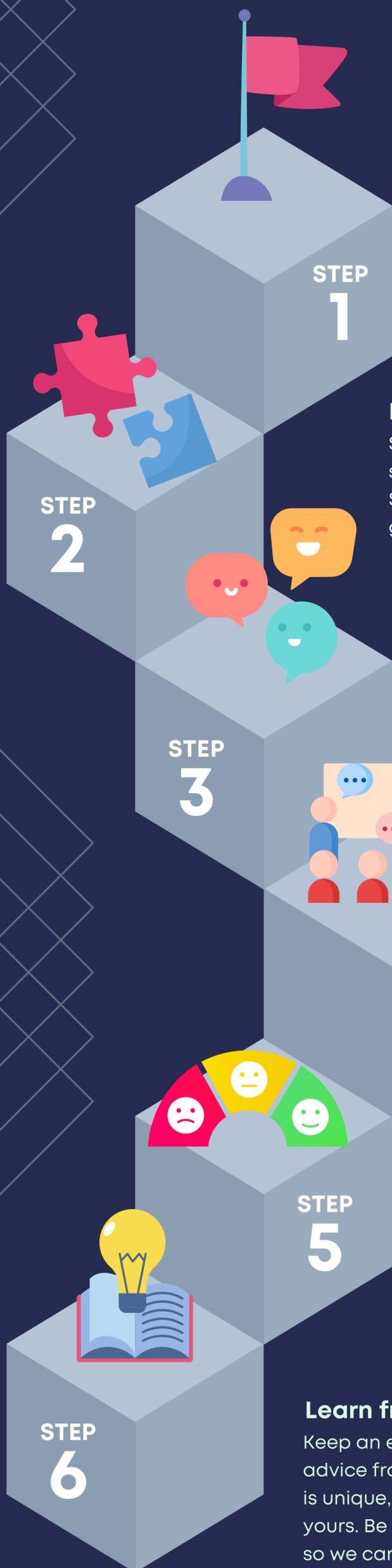


HOW TO

Move Your Team Into A Virtual Office



Make it feel familiar

Before bringing your team in, spend some time making it feel like **your** team's place. Put up your logo, create comfy work spots, or post team photos on the walls.

Host a welcome event

Schedule a 30-45 minute event with your team to show them the new office in a fun, low-key way. Start with a 5-10 minute welcome, then try a game like team trivia or a scavenger hunt.

Schedule shared work time

To maximize collaboration in the space, add shared work hours to the team calendar. Start with a block of 2 hours, 2-4 times a week. Have everyone work in the office at this time, making themselves available to collaborate, as needed.

Relocate your meetings

Take full advantage of spontaneous collaboration before and after meetings by holding your scheduled meeting in the office. Start with 1x1s, team stand-ups, and at most one team-wide meeting instead of trying to move them all at once.

Ask for feedback

Once your team has started meeting and working in the new office, ask them to share what they love and what isn't working yet. Use this feedback to make adjustments to the way you use the office.

Learn from other teams

Keep an eye on our blog for tips, tricks, and advice from other teams like yours. Every team is unique, so adapt their learnings to suit yours. Be sure to let us know what's working, so we can share your wins with other teams!

Want to see a virtual office in action?

Swing by SoWork's team office to see our setup or chat through any challenges you're facing. We'd love to help you find ways to do more of what your team loves!

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