

# Quick Guide to Tracking the Progress of Your Remote Contractors

Managing your remote contractor's progress effectively is crucial to your business, especially in a remote work setup. Here are some ways you can track your team's progress in a virtual environment.



## 1. Identify Your Objectives and Key Results

**Objectives** are long-term goals.

Example:



Increase in Profitability

**Key Results** are specific and measurable short-term goals to achieve the long-term ones.

Example:

- ✓ 20,000 units sold this quarter
- ✓ 20% Increase in Web Traffic
- ✓ 5 Marketing Campaigns

Target key results to achieve your objectives.

## 2. Conduct Daily Stand-Ups.

**Daily Stand-Ups** are short meetings usually done at the beginning of a workday to hype up the team. It lasts for about 10-15 minutes. Every team member is given two minutes to relay to the team their answers to the following questions:

- ✓ *What did I do yesterday?*
- ✓ *What will I do today?*
- ✓ *What are possible challenges to completing the task?*

### 3. Conduct Weekly Check-Ins.

**Weekly check-ins** are done between team leads and individual team members. They can be done at the start of the week to plan the course of action or at the end of the week to evaluate what has been accomplished.



#### *How to Conduct a Weekly Check-In*



#### 1. Observe and Gather Data

Observe and gather data regarding your remote contractor's strengths and weaknesses.



#### 2. Provide Timely and Specific Feedback

Spot problems before they turn into something irreparable. You can also bridge the gap between what your remote contractors can do now and what needs to be done.



#### 3. Spot Those Who Need Help

Provide solutions by recognising or acknowledging your remote contractor's call for help.



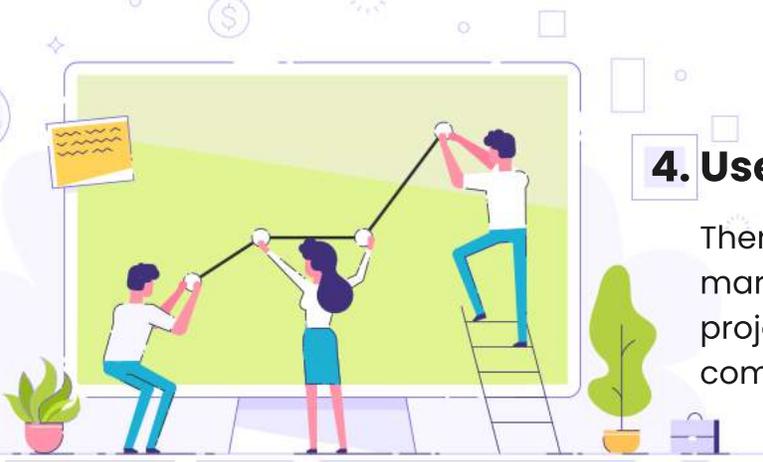
#### 4. Document Your Observations

Be very objective in recording your observations by including measurable metrics with every observation and including both good and bad remarks.



#### 5. Identify Possible Causes of Poor Performance

Watch out for inefficient processes, workplace tensions, work overload, and possible personal problems your remote contractor is going through.



## 4. Use Progress Tracking Tools

There are progress tracking tools available in the market that can help you see the completion of a project with one glance. Here is a list of some common progress tracking software you can use:



Google  
Workspace



Trello



Basecamp



asana



teamgantt



wrike



monday.com

### Benefits of Using Progress Tracking Tools



#### 1. Visual Feedback

Progress tracking tools show visible quantitative measures on how good the team is doing their tasks.



#### 2. Clear Productivity

With progress tracking tools, you do not need to pressure your team more by continually asking for updates.



#### 3. Improving the Flow

You can see the bigger picture with these progress tracking tools, helping you improve the flow of the tasks in your team and get more things done.