



MANAGING TIME ZONES



MAKE IT FAIR - Don't let one team or person wake up early or stay up late all the time. Share the pain amongst team members.



ORGANIZE YOUR TEAM EFFICIENTLY - Try organizing the team tasks from north to south rather than east to west.



PRIORITIZE YOUR OVERLAP TIME - Are there a couple of hours a day where your team can work together? Use it!



USE A SHARED CALENDAR - This helps minimize confusion as to when meetings will be.



TALK IN ONE TIME ZONE - Choose one time zone and have the whole team talk in that time zone.



RECORD YOUR MEETINGS - Record your calls for those who can't be there.



GET IN THE HABIT OF DOUBLE CHECKING - There are many time zone apps available to double check your assumptions.



START THINKING IN MULTIPLE TIME ZONES - Make yourself aware of what time it is for your colleagues. Greet them in their own times.