

Template: Remote Work Etiquette Checklist

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Based on Article: "Understanding Remote Work Etiquette: Navigating Digital Communication"
Website: <https://remotesuccesshub.com/>

A practical checklist to ensure effective communication and professionalism in remote work environments.

Checklist Items:

- 1. Maintain a Professional Video Setup**
Ensure good lighting, a tidy background, and dress appropriately for video calls to enhance professionalism during meetings.
Reference Section: Meetings and Video Etiquette
- 2. Respond Promptly**
Aim to reply to messages within 24 hours to maintain a steady workflow and show reliability.
Reference Section: Timeliness and responsiveness expectations
- 3. Use Appropriate Communication Channels**
Choose the right platforms for different types of communication (e.g., threads for focused discussions, video calls for more personal interactions).
Reference Section: Choosing the Right Channel: Email, Chat, Calls, and Project Tools
- 4. Provide Context in Messages**
Always add a brief context and a clear purpose when sending messages to minimize misunderstandings.
Reference Section: Common failure modes and how to avoid them
- 5. Summarize Contributions Regularly**
Document and share updates about your work regularly to ensure visibility of your contributions within the team.
Reference Section: Common failure modes and how to avoid them
- 6. Establish Clear Availability Boundaries**
Set and communicate your working hours to respect your time and the time of others, using status indicators as needed.
Reference Section: Boundaries, Availability, and Managing Professional Presence
- 7. Practice Respectful Communication**
Use a respectful tone and inclusive language in all written communications to foster a safe and positive environment.
Reference Section: Respect, tone, and inclusivity in text-based messages
- 8. Utilize a Clear Message Format**
Start messages with clear action items and use bullet points for next steps to improve clarity and efficiency.
Reference Section: Core Principles of Professional Digital Communication
- 9. Set Expectations for Responses**
Clearly communicate how long stakeholders can expect to wait for replies, especially if delays are anticipated.
Reference Section: Timeliness and responsiveness expectations