# Managing Projects Across Time Zones:
# A Practical Checklist

## 1. Kickoff & Planning

- ☐ Confirm all team members' **time zones** and working hours.
- ☐ Create a **time zone map** (Shared document or dashboard).
- ☐ Define "Core Collaboation Hours" that overlap across regions.
- ☐ Schedule kickoff meetings during overlap hours (or rotate times for fairness).
- ☐ Document expectations for **communication, availability, and response times**.

## 2. Communication Protocols

- ☐ Establish a **primary communication tool** (Slack, Teams, E-Mail).
- ☐ Agree on rules for urgent vs. non-urgent communication.
- ☐ Use asynchronus updates (recorded video, status updates) to reduce meeting overload.
- ☐ Create clear subject lines/titles to make updates searchable.
- ☐ Summarize key discussion in a **shared project space** (Confluence, Notion, etc.).

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## 3. Scheduling & Meetings

- ☐ Use scheduling tools (World Time Buddy, Google Calender) to find overlap.
- ☐ Rotate meeting times if overlaps are limited - don't always burden one region.
- ☐ Send agendas **24 hours in advance**.
- ☐ Record meetings and share notes for those who cannot attend.
- ☐ Confirm next steps and owners before closing each meeting.

## 4. Documentation & Workflow

- ☐ Centralize project documentation in a **cloud-based platform** accessible to all.
- ☐ Keep tasks and deadlines in one project management tool (Asana, Smartsheet, Jira).
- ☐ Use clear labels (time zone, assignee, due date) to prevent confusion.
- ☐ Standardize file naming conventions and folder structures.
- ☐ Automate reminders for upcoming deadlines across time zones.

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## 5. Collaboration Culture

☐ Be mindful of **cultural differences** in communication and decision making.

☐ Show flexibility -  allow asynchronous contributions to discussions.

☐ Celebrate milestones across regions (virtual team shoutouts, recognition).

☐ Provide visibility: highlight how each team's contributions fit the global picture.

☐ Periodocally revisit "What's working" in cross-time-zone collaboration.

## 6. Risk & Contigency Planning

☐ Identify **time-sensitive risks** (e.g. system outages, missed handoffs).

☐ Build buffer time into critical deliverables.

☐ Create a backup plan for coverage during holidays in different regions.

☐ Document escalation paths clearly so no blocker gets stuck overnight.

### —— Final Tip ——

Managing across time zones is less about tools and more about **intentional structure and empathy**. Clear expectations and flexible processes keep global projects moving - no matter where your team is based.

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