# Personio

# Building a hybrid-first work environment

Cheat sheet

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**Hybrid-native leadership** means designing for distributed teams from the start — not just adapting office routines. Use this checklist to take practical, trackable steps toward a hybrid-first culture.

# Principles to live by

**Review current workflows**

Identify office-based habits that don't fit hybrid work.

**Ask about async**

For every process or meeting, ask, "Can this be done asynchronously?"

**Default to inclusion**

Plan for everyone, regardless of location.

**Remember remote**

Keep your remote-first employees in mind (if applicable).

# Set up for success

One-time or infrequent actions

**Choose one recurring meeting** to improve for hybrid effectiveness.

**Establish documentation standards:** Decide where and how agendas, notes, and decisions are shared.

**Rotate meeting times** to accommodate all time zones (if applicable).

**Select and set up collaborative tools** (virtual whiteboards, shared docs, chat, project management).

**Review existing tools** to ensure they meet business needs and employees are fully enabled.

**Define how wins and milestones will be celebrated** across locations.

# Make it a habit

Ongoing team routines

○ Use digital tools for every collaborative activity.

○ Share agendas and pre-reads at least 24 hours before meetings.

○ Schedule regular informal check-ins (virtual coffees, team huddles).

○ Replace status update meetings with async channels where possible.

○ Strengthen company culture with regular on-sites and a shared team mission.

○ Assign a facilitator for every hybrid meeting to include remote voices.

○ Encourage personal updates to strengthen team bonds.

○ Document and share meeting outcomes promptly.

○ Gather feedback after each change — ask what's working and what's not.

# Core checks

For HR/team leads

TIP

Start with one meeting, workflow, or habit. Small, steady changes add up to a truly hybrid-first culture.

○ Have we reviewed at least one key meeting or workflow for hybrid effectiveness?

○ Are all agendas, materials, and outcomes documented and shared digitally?

○ Does every team member have equal access to information and participation?

○ Do we regularly connect as people, not just coworkers?

○ Are we making small, regular improvements based on feedback?