Remote Work Tips

Remote work can be challenging, but it can also be productive and fulfilling. Here are a few things to keep in mind when you're working remotely.

01. Put the right infrastructure in place.
Make sure you're set up to collaborate effectively.

- High-speed internet
- A microphone and camera for your computer
- A comfortable and secure place to work
- Easy access to communication and collaboration tools

02. Communicate effectively and often.

- **Clarify your needs and preferences.**
  Let your manager, team and partners know your preferred working hours and communication channels. Shifting your hours to help you manage work and life is fine, as long as your team knows your plan.

- **Choose the right channel.**
  Be thoughtful about what and where you're communicating. Here are some tips:
  - A group or 1:1 online chat works well for quick questions or updates
  - Shared documents let people with different schedules work asynchronously
  - Quick conversations are easiest on the phone or over video chat
  - A video conference is best for meetings with more than two participants
  - Have hard conversations over video chat

- **Make sure everyone has the context they need.**
  It can be hard to keep track of who knows what. Start meetings and documents with a summary of goals and status. It might feel like over-communicating, but you'll be able to collaborate more effectively if everyone is aligned.

03. Focus on impact.
Stay in close touch about goals and timelines, and work with your manager and team to stay aligned if deliverables or timing change. Make sure you're clear about how you'll measure success for your projects.

04. Manage your meetings.
Structured meetings with clear outcomes help people stay productive and connected.

- **Be mindful of schedules and time zones.**
  Try to schedule meetings when people's preferred working hours overlap. This can be hard with global teams – try to distribute inconvenience fairly.

- **Avoid last-minute changes or cancellations.**
  Keep in mind that people often schedule breaks, work time and appointments around meeting times. When your team is dispersed, they may rely on meetings for face-to-face interaction with each other.

- **Make sure meetings have a clear goal and agenda.**
  Share the agenda before the meeting and ask someone to take and share notes.

05. Prioritize inclusion.
Be aware of the subtle ways people may feel left out.

- **Help bring people up to speed.**
  Pay special attention to people who are new to the team or conversation.

- **Bring the right people into conversations.**
  Before you get started, pause to see if anyone is missing and invite them to participate.

- **Make sure everyone is heard.**
  Get comfortable with longer pauses in conversation to make sure others have a chance to speak.

06. Take care of yourself.
Working remotely can blur the lines between work and life. Don't forget to prioritize your mental and physical well-being.

- **Build a routine.**
  Set up your schedule to work when you know you'll be the most productive, and have a clear stop time when you shut off for the day.

- **Take breaks.**
  Create reminders to move, eat and get outside. Break up intense activities with something fun to clear your mind. Consider shortening meetings by 5 minutes to allow time to transition between meetings.

- **Build community.**
  Check in with each other, show support for those who might need it, and make space for fun and informal connection. Schedule a virtual happy hour, take an online fitness class together or create a group to share tips or funny stories.

- **Embrace life's messiness.**
  Working remotely can be a great way to let others see the real you – laundry piles and all!