

REMOTE YOU

GUIDE 4

WHY SHOULD I WORK REMOTELY?

Humans have basically shifted from nomads, to living in small cities, to living in bigger cities, to living in insanely-large cities. It's even gotten to the point that living in the same city you work in doesn't even save you from having to travel into work. In some of the largest cities in the world, having a 2 hour commute to work is not unusual.

During the entire history of humankind, location was key if you wanted to get a job. Now, for the first time in history, humans don't have to depend on location to get a good job. Think about it for a second. For the first time in the history of humanity, living thousands of kilometers away from a potential employer is no longer a valid reason to have your application rejected.

With your developed explorative mindset, you must have start to think about what else is possible? What kind of life could you lead? What kind of life do you want to have? What kinds of freedom do you have available to explore?

Basic human needs are being met, which means we're no longer in survival mode and you are convinced to have more Freedom in life. What are you waiting for?

Take leap of faith.

Be the Future of Work.

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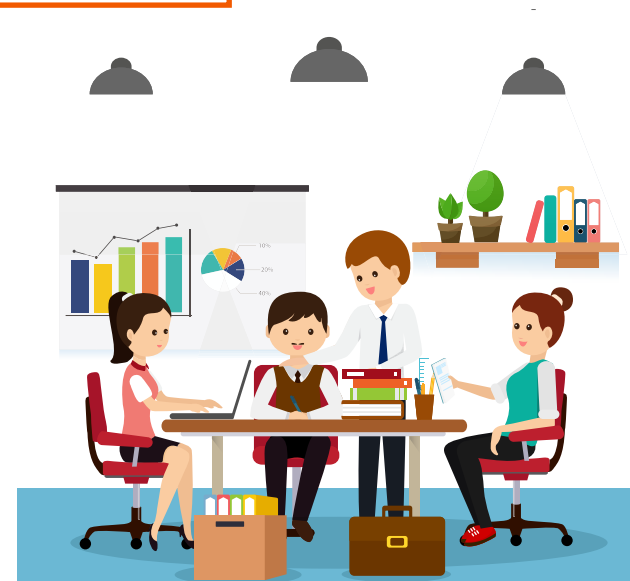
PERSONAL BENEFITS

Liberty to choose your favourite work environment

- Your environment does impact the way you work.
- A time difference gives you the freedom to code or write without distraction. (Me time)
- Offices are distracting. Phones are ringing, conversations are happening around you. (For those who like it quiet while working, RW is bliss)
- No one is going to show up at your house or at your desk at a shared workspace. (Unless scheduled)
- No one knows from where you're working, so if you want to head to the beach a day early for a long weekend, you can work from the beach house.
- Escape cabins; change of space boost creativity.
- It's only sensible and wise to live in an area where you can do your best work.
- Big-city issues—like cost-of-living and long commutes—will drive potential employees away.

Invigorating breaks enhances focus.

- Long hours don't mean good work — highly efficient, productive work is more valuable.
- When it comes to productivity and concentration, everyone has a different capacity.
- Management should encourage employees to devise individually effective break routines.
- Working over an extended period can be invigorating — if it's your choice. What drains your energy reserves most is forcing yourself to go on.
- Employees generally need to detach from their work and work space to recharge their internal resources. **(Noting that Albert Einstein is thought to have conceived the theory of relativity while riding his bicycle.)**
- Don't go too far with this. Too many breaks can abet procrastination. "Anything at an extreme level, is not going to be good."



Freedom of time boosts productivity

- The freedom to work from anywhere you desire is an attractive benefit—but it's only true freedom when you can also work whenever you'd like.
- “Not only do we not have to be in the same spot to work together, we also don't have to work at the same time to work together.” - Fried and Hannson
- 9-to-5 isn't for everyone. . Some of us do our best work late at night. while others prefer to get up early and spend the late afternoons away from the desk.
- Flexible work hours won't be a problem, if focus is on results, balance, and sustained productivity.
- Asynchronous collaborative structure help members thrive by working at the times they are most productive
- Focus on getting the best from early birds and night owls alike to meet clear objectives.

Less commuting -less waste of Time

- One doesn't need a research to understand that not wasting time commuting every day is a good thing.
- Here are some really disheartening stats:
- An average American spends \$2,600 a year commuting.
- If your commute is 45 minutes long, you waste 16 productive days each year commuting. (If it's 90 minutes, whole month gone, just like that.)
- You probably spend 38 hours a year just stuck in traffic.
- Commuting is absolutely awful for your health.
- The sad truth is that by the time you retire, you could have spent over a year of your life just commuting.
- Do whatever you can to either shorten your commute or do away with it entirely.

More autonomy more accountability

- No one likes a micromanager. Having someone literally looking over your shoulder is enough to make anybody go crazy.
- Working remotely provides you with more autonomy over your schedule, your work, and ultimately, how you best accomplish your tasks at hand.
- Remote work forces you to show what you've actually accomplished, since few others were there to see if you were logged in all day.
- One must accomplish tasks for one has to hand it off to co-workers at day's end.
- It puts a little pressure and encourages performance.

Personal growth

- People within the team speak different languages and talking with each other one can learn about what it's like to grow up elsewhere in the world.
- One get exposed to various cultures around the World.
- More available time for personal activities - hitting the gym or reading a book.

ACTION STEPS FOR PROFESSIONALS

If you're not already remote working in your current job:

- Ask your manager or human resources department about your options. Sixty-seven percent of remote working and flexible work programs are offered at a manager's discretion, so there may not be one equally implemented remote working policy at your place of employment.
- Propose a remote working arrangement. Start small perhaps one day per week and offer a trial period to give your manager time to get used to the idea if they seem hesitant.
- Seek out a new employment opportunity with one of the thousands of companies that offer remote working options.

If you are able to remote work in your current role:

- Encourage widespread adoption of remote work within your organization.
- Suggest creating an employee resource group (ERG) within your organization for remote workers to help support and grow the program.
- Discuss this with friends, family, and your professional network to dispel myths about remote work such as: remote workers aren't productive; only certain industries are compatible with remote working; or remote workers do not put in the same hours as their in-office counterparts.
- Consider finding remote volunteer positions, which are increasingly available, to give back and encourage remote working at the same time.

It's clear that remote work is increasing in usage and popularity. It is finally time to focus on the next level of remote work: supporting the adoption of laws that help, rather than burden, remote workers; formalizing corporate remote working programs that tie the practice to business strategy and the bottom line; and tracking the effectiveness of remote working long-term.

We've reached the point where the focus is no longer on whether remote work is just a momentary trend, but is instead on its widespread acceptance and long-term sustainability.

2

HOW TO BE A REMOTE WORKER

TESTING OUT THE REMOTE WORK - 1 WEEK CHALLENGE.

Preparation - things to remember

- Whether you're working remotely at home, a coworking space or a coffee shop, **plan ahead** to make sure you have good wifi for any meetings you have that day.
- Working remotely can help you structure your day around what works for you, but **it takes discipline.**
- It can often be harder to speak up when working remotely vs. when you're sitting in the same room as someone - **Virtual meetings are different embrace it.**
- **Get over the fear of missing out in virtual environment.** Take notes so you can follow up with individuals directly with feedback & questions.

Starting on a remote job Link

Bootcamp/ how to train yourself for remote work

● How to Ask for Help

- ① Check your intranet, internal wiki, or internal support docs, or ask your manager where you can access this documentation. And get busy reading!
- ② You don't know what you don't know... but your teammates will know what they didn't know back when they were in your shoes. So ask them to reminisce—while you take copious notes.

● How to Make Friends at Work

- ① Establish Communication Expectations with Your Manager and Team
- ② Proactively Reach Out to Coworkers - Set yourself a reminder to reach out to a new coworker every week.

● How to Balance Work and Life

- ① Define the most important priorities for your week.
- ② There is no one to tell you to go home or that the office is closing, so it has to be only YOU who decides when to stop

● How to Set Your Own Schedule

- ① Experiment with your schedule - Take notes on productivity, efficiency, and happiness so that you can "test" which schedules work best for you.
- ② Enforce Your Schedule - Work the hours you set for yourself, then make a clean break between work and home.

● How to Dress for Your Remote Job

- ① Pretend you have to be somewhere and put in the effort to look good for it—even if that somewhere is only your local coffee shop.
- ② Find clothes that signal to you that you're on the job and that you're doing something worth getting dressed

● How to Stay in Shape

- ① Control the available snack options.
- ② You no longer have the excuse of "having no time to exercise before work"

"A poor diet and a lack of exercise can severely impact your productivity, making you more tired throughout the day, more irritable, and more subject to brain fog and stress."

● How to Not Become a Hermit - socialise

- ① A few hours a day for a couple of days a week at your local coffee shop will help you feel less isolated.
- ② Invest in your professional community by attending networking events.

● How to Avoid Distractions

- ① Practice productive procrastination - techniques like taking a power nap, meditating or doing yoga, or journaling will actually make you more productive.
- ② The trick is to take breaks with purpose- Taking breaks will help your mind reset and refocus, making you more productive in the long run!

● How to Be Your Own Tech Support

- ① It's time to come up with a good contingency plan if you can't get online or experience hardware or software problems.
- ② Have a back up plan for Internet service, VPNs or any-other important hardwares.

MAKE MISTAKES AND ADMIT YOUR FAILURES

Learning from mistakes and failures

- Start documenting all your mistakes - Keep a detailed account of what happened so you can start to see patterns in where you're making mistakes and which ones you're repeating too often.
- Review past mistakes - Face a true list of your past mistakes and how they've helped you.
- See decisions not as final choices, but experiments - testing, rather than "making decisions." Sounds less scary, right?

Never work from Bed

- The Division of Sleep Medicine at Harvard backs up the idea that work shouldn't happen where you sleep
- Unless you are careful to maintain boundaries, you may start to feel like you're always at work and losing a place to come home to.
- It will be more challenging to get a better quality of sleep, which will affect your productivity the next day

Evaluate yourself

A. Remoteness rating

"Consider the level of your remoteness - call it your "remoteness rating" on your feeling of isolation"

- Consider these questions about your remote work plan:
 - Is it possible to drop into the office or a local collaboration spot from time to time?
- Are you completely cut off from interacting in person with your company?
- How difficult is to communicate with people/team members from different language/accent speaking region.
- Are you in or near a city with a good-sized community of people with your profession, and events to attend?
- Would you be able to maintain the much needed social connect virtually?
- This is your "remoteness tax", and you had better be prepared to pay it!

B. Independence rating

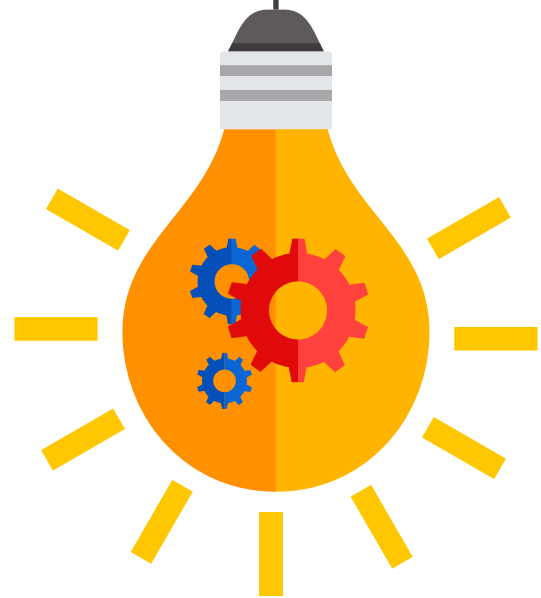
“ Do you find yourself often sitting around waiting to be told how to handle the next task? Where are you on the “independence” scale? ”

- Just how independent a worker are you, really? We're not talking about your ability to work unsupervised.
- What is your ability to size up what needs to be done and then set the ball in motion?
- Can you figure out what answers are missing and write out a brief for your team so you can simply evaluate your choices and pick one?
- How often do you need help with your assignments? How do you manage to get it?
- How prepared are you if you don't get the required help/support immediately?

C. Startup-spirit rating

Here are some of the bullet points considered for a potential “startup” value:

- When an existing solution exists, do you consider choosing it over reinventing the wheel?
- How mindful of time are you? Not only your own but also how it impacts customers & team members.
- You prefer sensing & reacting or predicting & controlling?
- How easily are you able to adapt to change?
- Do you tend to ask for forgiveness, rather than permission?
- Can you move fast and still be reflective?
- How comfortable are you with making decisions and working in situations of uncertainty?
- How well can you establish processes?



BEGINNERS GUIDE TO FINDING WORK-LIFE FOCUS

(Use case of TRELLO on how to
integrate everything on one management tool)

Board setup and prioritization

- 1 → Today
- 2 → Tomorrow
- 3 → This week
- 4 → Waiting
- 5 → Inbox
- 6 → Done

References

- 1 → Good stuff to read
- 2 → Inspiration material
- 3 → Work related info/help doc
- 4 → Quarterly/ yearly goals



Automation

- 1 → Email - use zapier to customize this to fit your way of dealing with email.
- 2 → Meetings- Link you calendar to Trello using app integration.
- 3 → Chats - Star mark chats to directly send it to Trello

Other stuff to try

- 1 → Use siri to create new cards. (use IFTTT for integration)
- 2 → Snooze up the card to appear later
- 3 → Create repetitive tasks
- 4 → Check the calendar view to see overall work progress.

When and how often to take a break

- When - (Study suggests 50-90 minutes)
Frequency is the name of the game with break taking. Rather than obsessing about precision-timing, find your own rhythm and stick to it.
- How long - (Study suggests 15-20 minutes)
The frequency of your break depends, too, on what you're doing
- What to do - Anything but work (Walk - Shift your attention - Stop concentrating)

Steps on how to be effective

- Keep out-of-office distraction to a minimum.
- Be assertive about the tools you need to succeed.
- Stay in touch with your co-workers as much as possible
- Be sure to set realistic targets and healthy boundaries.

Common mistakes

- Not clearing up your digital communication doubts.
- Never clocking out of work; just in anticipation or self doubt.
- Procrastinating under the blanket of self-management.
- Add the needed structure to your remote workday.
- Break down tasks into intermediate stages. For example, submitting an outline can feel less threatening than a full article.
- Set internal deadlines.
- Share work-in-progress with a co-worker to get validation that you're on the right track.
- Letting the comfy life pull you into a rut without a way out.

What's the company's best tool for





QUESTIONS YOU SHOULD HAVE IN YOUR MIND FOR THE REMOTE EMPLOYING COMPANY.

- communication?
- What forms of communication are most common between the company and remote workers?
- How accessible is the rest of the team or department?
- Are they only available during certain hours?
- How flexible is the company when working with remote workers?
- Is the company open to new ideas and workflows?
- Are there any tasks that can require urgent responses while in this position? How are these handled by remote employees?
- What's the company's view on remote workers? Does the company support the remote worker lifestyle?
- How many remote workers are employed by the company? Is it possible for me to speak with them?
- What type of daily availability does this position call for? Are those times flexible?
- Is there room for this position to evolve? Is there room for this position to grow?



QUESTIONS TO CONSIDER BEFORE STARTING REMOTE WORK

- Does being able to work from wherever make you happy, even if you're working alone most of the time?
- Do apps and cloud based tools excite you?
- Is communication your strength?
- How much do you enjoy structure and processes?
- What does your daily work routine look like?
- Where do you do your best work?
- Do you have and know how to use the necessary tools needed to do your job effectively?
- How do you feel about work-life integration?

3

CHALLENGES- HOW TO OVERCOME THEM

Asynchronous Collaboration- ownership and accountability

- If you're working with a time shift, one needs to pull his/her own weight on the team and lead his/her own way.
- If you're always waiting for someone to tell you what to do next, and that someone's asleep while you're working, you'll never get anything done.
- crucial part of building a remote team is hiring self-directed workers—"managers of one,"
- Be someone who's capable of building something from scratch and seeing it through.
- Break things up into chunks that can be worked on individually, find time to sync back up on what's been done,
- Any problems that arise can be solved by either leaving messages on Slack/email or syncing up for a couple of hours one day."
- Every team will have its own unique working style, and a remote team can never rest in assuming that a process that works today will work equally well tomorrow.
- Always question whether a certain tool, process, or workflow is working to its full potential.
- Don't be afraid to make changes whenever the team deems it necessary.



It's Tough to stay in sync, so keep communication clean and clear.

- Check in before you start your workday and make sure you're on the same page as everyone else."
- You might be a "manager of one," but if you're going to hand off projects across time zones, you'll need to stay in touch.
- Post thoughts and updates about team projects on Slack, regardless of who's online.
- Each department should have a weekly video call to map out that week's work.
- Odds are you'll be working with someone who's not online at the same time as you. For that, be sure to try a bit harder to stay in touch. It's worth it.
- Reliable tools (and extensive testing of those tools) will take you long way clarity for knowing which tools to use for what purpose, and when. (Urgent need to be on slack, not time constraint on Trello)
- The onus is on both the office colleagues and the remote worker to be consistent and methodical about communicating all relevant information on a regular basis.
- No business should rely merely on word-of-mouth or "osmosis" to spread ideas around, but this becomes even more true for businesses with remote workers.
- Unsure about which tool to use to communicate with someone? Just ask them what they prefer! And don't worry about it too much — the message is more important than the medium.
- It's great to be mindful of other peoples' schedules. But don't let that prevent you from sharing important information. Remote workers tend to be good at managing notifications and you too will be, eventually!



Timezones are tricky, keep up your time game.

- Don't just assume that since you're "in the future" compared to the rest of your team that you have more time
- Beyond those mental tricks, you'll want to rely on your apps to prevent mishaps. Or be so clever, that you will never have to worry about anything.
- You might find that you need to tweak some things—say, using the same time zone settings in everyone's apps—to make it all look correct, but it's worth the time.
- Shorten the feedback loop by knowing your colleagues' schedules and Timezones.
- Even your 'world clock' widgets can come in handy

Social Disconnect happens, have a Virtual Water Cooler

- Small misunderstandings can quickly become bigger problems simply because someone doesn't get the benefit of the doubt.
- your team is missing out on all the work chatter, but with tools like Slack, it's easy to catch up on that and get involved a little later,"
- for this reason that many remote workers will take the occasional chance to work outside, at a nearby cafe or library, or even alongside other remote workers.
- it could be HipChat, Campfire, your own IRC server, or any of the other great team chat apps out there.

Fear of work being overlooked, work in micro teams.

- To work effectively with a time shift, you'll also need to work in public. In other words, communicate, and make sure everyone knows what you're working on.
- Write what you've done that day, share where you're hung up on a project, and ping others with ideas.
- Developers, perhaps, have it the easiest with code comments and pull requests, but everyone should share what's happening in their own "manager of one" domain.
- You can't rely on overheard conversations or gossip to spread the word. You have to force yourself to be explicit in communication."
- Find a buddy/partner and Work together, even if there is a time gap, and you'll find that the old adage "two are better than one" is still true.
- Everyone should indicate "deep work" times on their calendar, or use a status update in their chat tool to indicate their availability.

Other By Products

- Meetings might be late (or early), so be flexible
- You need to be adaptable to demanding and differing management challenges.
- Distractions will be there at home too. Stay disciplined

4 TOOLS AND APPS



Finance management

- **PayPal** No worrying about exchange rates, corrupt banks or mailing payments You can even get a PayPal MasterCard.
- **FreshBooks** This intuitive online business-accounting program will help you track expenses, income
- **QuickBooks** - who owes you what, or how your company is actually doing.
- **Expensify** can automate your entire expense-reporting process

Personal productivity apps

- **Todoist** you can keep track of everything. A simple to-do list designed to help you do more and stress less.

Time trackers for personal use

- **Toggl** - For powerful time-tracking with integrations
- **Hours** - Frictionless time tracking
- **Qbserve** - For automatic time logging, invoicing, and productivity reporting
- **Paydirt** - For all-in-one time tracker that helps those who forget their timers
- **Timely** - For turning your calendar into a time tracker
- **TopTracker** - Time tracking with automatic proof-of-progress screenshots
- **Everhour** - For smart time tracking on project tasks

Timezones

- **Every Time Zone** - no more time zone math needed
- **World Time Buddy** - time converter and world clock

Remote worker

- **Gunnars** to protect my eyes from long hours of working online.
- **Awesome** screenshots - when grabbing screenshot
- **Cloud App - capture and share your screen**
- **Bidsketch** - compiling and creating proposals can see when a proposal is viewed, and can have the client sign digitally.
- **Occasion** Station remembers the important occasions in your life and reminds you of them. When
- **Jawbone UP - health and activity tracking**
- **DuoLingo** to teach himself new languages in a fun and engaging way
- **f.lux - a computer display that adapts to time of day**
- **Wunderlist** - capture ideas, things to do, and places to see
- **iDoneThis** - get stuff done, and celebrate with your team
- **Headspace** can help you improve your health, which can in turn positively influence your performance at work.
- **Workplaceless** can be your personal learning & development program.

