



## Remote Resources during the Coronavirus

My inbox has been FLOODED with people asking for help. This resource was created to help you face sudden remote working as well as possible. Is there any information or tips you'd like to add? Contact us!

And please... stay safe and healthy. *Jisette*

## SUDDENLY REMOTE? START WITH THIS!

If you and your team are suddenly remote, start here:

1. **Find a dedicated place in your house.** Make this an area where you can be productive and is separate from your private life. Here are examples of [what others have done](#).
2. **Use video.** It's important that your team members can see and hear you well. Have plenty of light and consider a headset.
3. **Create a team agreement.** Talk about expectations for how to work together. [Templates available here](#).
4. **Set goals and be enthusiastic.** Working remote is all about trust and communication. [How will you know what each other are doing?](#)
5. **Get familiar with the tools.** There are great tools available for online collaboration like Zoom, Slack and Retrium. Check out what's available: [tools for remote teams](#).
6. **Lean in.** Start without big expectations, experiment and grow your skills. Put feedback loops in place to evaluate progress. [Regular retrospectives](#) on how the team is doing will inspire continuous improvement and trust.



## *Train your team*

Get your team trained on how to work online together. In [these online workshops](#) we explore how to better collaborate online, and the various tools and techniques for building trust and increasing camaraderie in the virtual workplace. You'll finish the workshop with a Super Action Plan of how to make your team rock remote working.

Join us and become a virtual pro! **Check out [Workshop schedule](#).**

## **ADVANCED TIPS FOR SUCCESSFUL REMOTE WORKING**

### *Perfect your game and practice good self care*

If you're working from home for the first time, common advice is to shower and get dressed like you normally would for going to the office. Try and separate your working space from your living space.

Most people tend to overwork instead of underwork. Burnout is a real problem and should be taken seriously. Make sure to take enough breaks and move your body regularly.

- Take the ["Are you ready?" questionnaire](#) to see where you might improve your skills.
- [Productivity tips](#) for working remotely.
- Tips for better [work-life balance](#) and how to [manage being always-on](#).
- How to [set boundaries](#) when working from home.
- How to [combat loneliness](#) and [stay social](#) when working remotely.
- Ways to [practice good self care](#).



## *Managing your remote team*

For a remote team to succeed, its manager must both believe that remote teams can succeed and trust that each member will come through as expected.

Focus on making communicating easy and removing your team's impediments!

- Download our [Manager's Action Plan](#).
- Tips for [transitioning to remote](#).
- How and why to become "[remote first](#)" (being able to work together anywhere, even if you don't HAVE to).
- Schedule regular times for [reflection and improvement](#).

## *Team spirit, online? Yes! It's possible.*

There are tools that can help simulate a working environment, or even simulating the physical on-site office. Since casual, personal time spent together is so effective at bonding, it's important that team members also interact socially – separate from their work activities. This view is widely shared.

- Try [virtual coworking](#) together to simulate in-person work sessions.
  - Make time for [virtual team building activities](#) and [building trust](#).
  - Tips for [time zones](#).
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## *Get good at online meetings*

Great online meetings are a combination of great infrastructure and good facilitation. Make sure everyone can be seen and heard. Turn on your webcams and get a good headset: a standard phone headset will do, but if you have a noisy background, it's worth



it to invest in a [noise cancelling headset](#). I know it might seem expensive, but please

trust me. It's worth every penny.

- [Tools](#) for online meetings. **Please note:** It doesn't matter which tools you choose; what matters is that everyone on the team is comfortable with the technology, and everyone agrees on how it will be used.
  - Tips for a [great virtual conferencing setup](#).
  - Tips for [online meeting facilitation](#)
  - Tips for those awful [hybrid meetings](#).
  - **Learn how to host and facilitate great online meetings in a [Remote Meetings Masterclass](#).**
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## *Resources for virtual conferencing*

Many people are asking how to convert their in-person conferences to remote.

### **Tools for virtual conferences**

- Zoom using breakout rooms
- [Remo](#)
- Try any of the [virtual offices](#) for your next virtual conference or gathering

### **Examples of virtual conferences**

- **Remote Forever Summit.** "World class experts in agile, leadership and remote work share their best strategies and techniques to help you sharpen your agile coaching skills, become a better leader and get equipped to improve your remote teams and distributed organizations." (<https://remoteforeversummit.com>)



- **Remote Future Summit.** “The biggest online conference about remote work, where 50 top experts and influencers will share their best practices on how to effectively tackle the remote revolution.” (<https://remote-future.com>)
- **Running Remote.** “World’s largest remote work event.” (<https://runningremote.com>)
- **The Remote Work Summit.** “World’s largest remote work conference” (<https://www.theremoteworksummit.com/>)

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## *The Work Together Anywhere Handbook*

There is no one right way to work well remotely. It’s a matter of experimenting and finding what works best for you. There are tips from over 100 remote teams in this book to inspire your journey.

“Sharing powerful advice gleaned from professional experience, extensive research, and interviews with workers and manager/owners around the world, the [Work Together Anywhere Handbook](#) sets out a complete blueprint for optimizing team success.”