

The Fast Guide to Going Remote, by Workana

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Introduction

If you need to start implementing remote work solutions at your company now, but you don't know where to start, here's a quick guide so you can prioritize and have the transition go as smoothly as possible.

Here are a few fundamentals to keep in mind:

The first fundamental to keep in mind is to make the commitment to work from home with all your teams. Understand that not everyone is going to have a designated work space in their house, it's likely that some will share common spaces with the rest of their family (including kids) so it's important to adapt as much as possible to asynchronous work. In

order for this to work, it's important to agree on a workflow with team members and TRUST people to get the work done.

The biggest challenge is giving each team member autonomy. In order to maintain productivity, each person has to be the master of their own time, not just organizing themselves but having the option to make decisions to continue working productively.

But where does one start?

The Basics and Essentials

- Provide your teams with basic tools in order for them to have a good internet connection and good audio quality, ideally providing laptops and headsets to start.
- Basic cell and internet service: everyone should have a wifi or cable connection with a minimum 12 MB velocity and 4G on their cell phones as an alternative.

Communication

How can I communicate with my team? Which channels should I use? Here's what we suggest:

- Establish which communication channels you'll use and what you'll use them for. It's understandable that you'll need to hold different remote meetings as a starting point, but for many it may be hard (or near impossible) to find a quiet place to talk.
 - i) A group chat to keep the team informed so everyone can talk together or one on one if necessary. Suggested tools: [Slack](#), [MicrosoftTeams](#)
 - ii) Productive meetings: Hold a meeting with a clear agenda of what you want to talk about and what you'd like to resolve by the end of the meeting. Invite the people who you think are necessary to achieve these objectives. After the meeting, send a brief email summarizing what you agreed on so everyone is up to date. Suggested tools: [Zoom](#), [Hangouts](#)

- iii) Stick to one channel: there should only be one chat. Try not to use Whatsapp in order to avoid invading peoples' privacy. Keeping work on the work channel will keep everyone happy and show that you trust them.
- iv) There's asynchrony. You may talk with one team member who can't respond immediately, so it's important to be as clear as possible when communicating. You can still include pleasantries, but make sure that you say what you need to say in order for the other person to respond to your question as productively as possible.
- v) Teach your team members to take care of their notifications: it's unnecessary for them to read every single chat in the company every day; if they did, nobody would get anything done. Make sure everyone is notified of something that's truly important to handle.
- vi) Be friendly and help with the hardest parts. Not everyone will adapt to remote work in the same way. Some people will adjust faster than others, so make sure you check up on everyone and provide help with the adjustment when needed.
- vii) Keep your team well-informed: make sure they can give a summary of what they'll do every day before they start work (a daily stand up) so everyone knows what they're doing.

Tasks and Objectives

This can be the biggest challenge for some companies, but there are plenty of tools to help every company overcome this challenge.

- Centralize each team member's tasks and objectives in one place. Tools like Asana or Trello are the easiest to use and the best tools for remote work teams.
- Stipulate the general goals for the whole company and then assign each time objectives related to achieving these general goals.
 - i) Goals should be SMART: specific, measurable, achievable, realistic, and time-bound. We recommend OKRs for this.
 - ii) Each team must have a calendar with milestones to achieve and tasks assigned to each person in order to achieve these milestones. Tasks can be passed from person to person so each stage is completed until the final objective is achieved.

- iii) Each collaborator has the responsibility to make their work visible not just to demonstrate that they're working but also to prevent two people from doing the same thing. Writing out the steps for each daily task and the progress on each step is essential.
- iv) Making your work visible also involves notifying people who depend on your work when you've made progress. Step one is determining who needs to be notified of each stage's progress and how. Asana has a super simple notification method similar to how tagging people on social media. This seems to be the most effective notification method.

Working Collaboratively

When working remotely, it's important to show progress at work. If a team works with collaborative tools, every team member will have access to everyone's work as it progresses. That way everyone will be able to see the latest version and contribute ideas and comments if necessary.

- [Gsuite](#) has a version of all the Office Suite programs that we're familiar with and that are developed to work in this manner. Google Docs, Spreadsheets, and Google Slides are the most commonly used and allow the whole team to stay on the same page...literally and figuratively.

We're Looking for Healthy Team Members

- Working remotely means that people will have a lot more time sitting down. This can have consequences, so it's important to stay as active as possible. Workrave is a simple tool that will allow each person to get up each hour, do some exercises, rest for ten minutes, and go back to work. Schedules and activities are completely customizable.
- Holding periodic meetings with each team member is essential. You'll be able to see each member's progress and create a plan going forward, and you'll be able to find out how they're doing working in this style and evaluate needs and areas for

improvement. It's important for leaders to listen, especially in times of crisis, and provide assistance to each team member when they need it.

- Understand that working together is key for motivating team members to get work done.
- Finally, laughter is essential staying healthy while working. Create a channel that can be your "break room" where people can meet up and bond outside of work in order to prevent isolation.

Conclusion

Trust, autonomy, and accountabilities are the keys to making sure your experience is a success.

This is our super short guide to everything we know about remote work and how to implement it. We have a lot more material to share. If you want to learn more, contact us!

We can also provide you with assistance by assessing processes, productivity, or whatever you need.

We've been working with great people for almost eight years, and we're open to collaboration! Contact us at: agile@workana.com

Annex - Notes from Our Blog

10 Critical Points to Consider as a Remote Work Team Leader

<https://www.workana.com/blog/en/entrepreneurship/10-critical-points-you-have-to-take-into-account-if-you-lead-a-remote-working-team/>

Organizational Culture and Talent: Netflix Tells us About the Keys to Success

<https://www.workana.com/blog/en/entrepreneurship/organizational-culture-and-talent-netflixs-keys-to-success/>

7 Common Remote Work Challenges and Solutions

<https://www.workana.com/blog/en/entrepreneurship/seven-great-challenges-of-working-with-remote-teams-and-how-to-overcome-them/>

How to Overcome Distance When Working With Remote Teams

<https://www.workana.com/blog/en/entrepreneurship/how-to-overcome-distance-in-remote-teams/>

How to Manage a Freelance Team From Abroad

<https://www.workana.com/blog/en/news/how-to-build-a-team-of-freelancers-who-live-in-different-countries/>

Technology: the best ally to optimize meetings with your team of freelancers

<https://www.workana.com/blog/en/entrepreneurship/technology-to-optimize-meetings/>

A Guide to Giving Good Feedback

<https://www.workana.com/blog/en/entrepreneurship/7-steps-to-good-negative-feedback/>

5 Tips to Assemble the Best Remote Work Team

<https://www.workana.com/blog/en/entrepreneurship/5-tips-to-build-the-best-remote-working-team/>