



Remote Working

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I. How To Stay Focused

1. *Establish working hours:* create an “office hours” and define what you as and wasn’t able to do during such period.
2. *Set Boundaries with others:*
 1. Explain your friends and family that it is your working time.
 2. Find a place where you can close the door and be out of sight.
3. *Structure your day for success:*
 1. Take regular break to increase productivity, e.g. work 52 minutes and break for 17-minutes.
 2. Stay connected with colleagues through online networking.
 3. Celebrate your wins: take time to enjoy your achievement and keep recording and monitoring your to-do list.

II. Things To Buy And Download

1. Software:

- A. Document collaboration: using Google Drive or Dropbox to share files and documents
- B. Note sharing: using Evernote to share your notes of working process to a peer.
- C. Calendaring: using Google Calendar to schedule the meeting or appointments.
- D. Screen sharing: using Zoom or Google Meet to demonstrate your presentation.
- E. Instant messaging: using Telegram or other apps to ask a quick question to coworkers.
- F. Social networking: using Twitter or Facebook to observe the news, helping come up with new ideas.

II. Things To Buy, Download (Cont')

2. Hardware:

- A. Your own hotspot to access to internet anywhere and anytime.
- B. A great headset to multi-tasks (typing and talking)
- C. A mini power strip to provide non-exhausted power for your devices.
- D. Extra cables to prevent from the stuck of being no charging tool.
- E. Battery and care adapter to plug your laptop into your car without fear of losing power.
- F. A lightweight laptop to being able to work anywhere as it is easy to carry.

III. Working From Home When You Have Kids

1. **Keep a firm routing:** dressing sharp and confident.
2. **Demonstrate your commitment:** sending email announcing that you're up and letting coworker know that you've read the documents carefully.
3. **Control the controllable:** paying attention to and setting up your physical work environment
4. **Do a taechnology audit:** work with IT department to find the right technical resources
5. **Allocate 10% of your time to relationship building:** ensuring the daily casual contact with coworkers
6. **Explain it to your kids:** showing that you have to love to take care of the family.

IV. Tips To Avoid Work-from-home Burnout

1. ***Maintain physical and social boundaries:*** avoid engaging in “boundary crossing during work and personal hours.
2. ***Maintain temporal boundaries as much as possible:*** setting up an explicit work “time budgets” by adding a “out of office” response at specific time.
3. ***Focus on your most important work:*** overload working are more likely to burn out. Therefore, we need to carve out some non-work time and mental space by prioritizing important work over immediate work.

V. How To Transit From Work Time And Personal Time

1. Tell you brain it's time to work
2. Make a plan
 1. Knowing time of your meeting
 2. Deciding what project you will work on
 3. Set a clear schedule and time. Do not feel like you *have* to do work during personal time or vice versa
 4. Do not feel like you *have* to do work during personal time or vice versa
 5. Designate a few specific times during the day to respond to non-work messages, texts, and calls.
3. Tell your brain it's time to stop
 1. Doing a final check 30 mins before quitting
 2. Looking over your task list to know that you have completed.

VI. Staying Motivated In A Remote Job

1. Be organized and nice working space
2. Be consistent in your routine
3. Well-dressed
4. 30 minute rule
5. Read good books
6. Exercise
 1. can repopulate your brain with problems
 2. can stay fresh and improve concentration

VII. Working Smoothly With A Virtual Boss

1. Develop trust
2. Keep the communication channel open
3. Establish clear lines of accountability
4. Establish rule for communication
 1. sharing meeting agendas
 2. starting and finishing meeting on schedule
5. Set clear goals and expectation
 1. spend some time reflecting
 2. write down your performance goals and targets
 3. send them to your boss and have her sign off on them
 4. have frequent discussions with your boss

VII. Working Smoothly With A Virtual Boss (Cont')

6. get personal
7. be generous
8. agreed to be candid
9. tap into technology

VIII. How To Resolve Conflict With Remote Colleague

1. Appreciate the upsides
2. Give your colleagues the benefit of the doubt
3. Move the conversation away from email
4. Focus on what you have in common
5. See the other side
6. Consider cultural differences
7. Bring in someone else necessary

IX. Resilience Is About How You Recharge, Not How You Endure

1. Productivity, but not losing of sleep or become workaholic
2. Resting is not enough but recovery
3. Internal recovery by shifting attention or changing to other work tasks and knowing where are the work-free zones
 - e.g. Rather than having lunch at your desk, spend time outside or talk with your friends but not about work
4. External Recovery by taking actions that take place outside of work
 - e.g. in the free time between the workdays, and during weekends, holidays, or vacations.

X. 5 Tips To Reduce Screen Time

- 1. Don't default to video call:** Video call are wonderful tools when you are trying to replicate in-person interactions as closely as possible but the level of intensity of calling offer isn't necessary for many communications.
- 2. Limit your meeting time:** If you find virtual meetings draining, this practice is even more essential for you as you work remotely. Block out time on your schedule when you are not available for meeting so that you can temper how much virtual communication you have each day.

X. 5 Tips To Reduce Screen Time (Cont')

- 3. Choose physical over digital:** To deal with the increased time in front of a screen both on and off the clock, look for ways that you can take the low-tech route.
- 4. Move as much as possible:** You should take a walk to the kitchen to refill your water or coffee. When you need a quick break, do a few simple movements like rolling your shoulder to get the blood flowing.
- 5. Take tech-free breaks:** You should have more physical activities. This includes walking, doing yoga, gardening, or anything that gets you active.

XI. 4 Ways to Demonstrate Your Value - Remotely

- 1. Do your work:** When you are adjusting yourself to the work in this environment, you should create a system alongside with deadline in place, which you can keep track on your progresses and ticking or marking them as “Done” when you finish your work(s).
- 2. Tell others:** You should share what you have accomplished and highlight of your works, but don't take credit for other's work.
- 3. Play nicely:** Don't argue with pointless argument. You should deescalate a situation with your team.

XI. 4 Ways To Demonstrate Your Value – Remotely (Cont')

11. 4 Ways to Demonstrate Your Value – Remotely (cont')

- 4. Spread positivity:** If you are comfortable, be funny. Being a laughter and positive energy person will draw teams together and make people feel good being around you and working with you.

XII. How To Combat Video Fatigue

- 1. Avoid multitasking:** It's easy to think that you can use the opportunity to do more in less time, but research shows that trying to do multiple things at once will reduce the productivity.
- 2. Build in breaks:** Take mini breaks from video during longer calls by minimizing the window, moving it behind your open applications, or just looking away from your computer for a second.

XII. How To Combat Video Fatigue (Cont')

- 3. Reduce on-screen stimuli:** If you're on a call with five people, you may feel like you're in five different rooms at once. You can see their furniture, plants, and wallpaper. To combat mental fatigue, you can encourage people to use plain backgrounds or agree as a group to have everyone who is not talking turn off their video.
- 4. Making virtual social even opts-in:** Virtual social sessions should be opt-in, meaning that whoever owns the event, makes it explicit that people are welcome, but not obligated, to join.

XII. How To Combat Video Fatigue (Cont')

- 5. Switch to phone calls or email:** Check your calendar for the next few days to see if there are any conversations you could have over instant message or email
- 6. For external calls, avoid defaulting to video:** you may feel obligated to send out a video chat link. But a video call is fairly intimate and can even feel invasive in some situations, especially if you don't know each other well.

XIII. Starting A New Remote Job

- 1. Schedule a lot of brief check-ins with colleagues:** You should keep in touch in your colleges via any virtual means of communication to keep the team spirit going.
- 2. Rapidly assemble your mentoring team:** You should seek out for those within your firm, who know how thing is done or who knew how to navigate variety of procedure.

XIII. Starting A New Remote Job (Cont')

- 3. Announce yourself as new:** This is kind of mindset. You should try to introduce yourself as a new person in office and you can seek for help from other people.
- 4. Ask for help:** As a rule, when there is something you need, please ask for it.
- 5. Keep a diary:** You should take notes with whatever problem that occur during your process; therefore, you won't forget later when you ask your co-workers for help.

XIV. How To Collaborate Effectively If Team Is Remote

1. Don't conflate brief communication and clear communication
2. Don't bombard your team with messages
3. Establish communication norms
4. See the hidden opportunities in written communications
5. Create intentional space for celebration

Harvard Business Review Press. (2021). Hbr guide to remote work.