

HBR guide to REMOTE WORK

Be More productive

Set boundaries

Connect with your team

The trend line of working remotely has been rising for decades. As technology has improved , more and more people work form home.

Managing work and professional relationships has gone from once in a while activity to regular activity now.

When you work remotely , you miss a lot of the 'soft data' – the side glance, the smiling eyes, the feel of excitement or fear in a conference room.

Proximity does matter - not how well an organization functions but also to signal how well you do your job.

Proving yourself is hard enough when you work alongside your boss, now trying to do it remotely is tough.

In remote working, you must finesse collaboration and communication without the benefit of physical proximity.

If you are never at work, you are in the danger of being *always* at work.

Productivity and quality of work are ,much better indicators of performance vs location.

No commute, no formal dressing, no informal meetings, remote working seems like a dream till personal obligations kick in.

Personal obligations are easy to avoid when you are at work, but you cannot avoid them when you work remotely.

When you are wfh, pls set up office hours.

When you work from home, you will have unexpected visitors, you have to be clear how you deal with such distractions like neighbors, family etc.

Working remotely is a professional skill like speaking etc. When you have kids at home , you have to develop that little extra skill.

Physical presence does not equate to mental presence. Transitions from work mode to personal mode and vice versa are important.

In remote working ...

Tell your brain its time to work

Make a plan

Tell your brain when to stop

How to be motivated in a remote job

1. Use the time you save on commuting to read a book.
2. Get out of the house at least once a day
3. Make work together dates only if you want to
4. Make someone else happy
5. Exercise

When you work with a boss from another city vs yours, then..

Create a virtual contract

Establish rules of communication

Set clear goals and expectations

Build interpersonal trust

Be generous

Agree to be candid.

Principles of handling conflict remotely..

Highlight what you have in common

Understand how that person sees you

Go visit that person if you can

Don't fight over e mail

Strengthen the relationship, don't let the fight spoil it.

4 ways to demonstrate your value remotely

1. Do you work
2. Tell others
3. Play nicely
4. Spread positivity

When you start a new job remotely...

1. Schedule a lot of check in meetings with colleagues
2. Assemble your own mentoring team.
3. Announce yourself as new and listen more
4. Ask for help
5. Keep a daily diary

Burnout can happen even in wfh. You need to

1. Maintain physical and social boundaries
2. Maintain temporal boundaries as much as possible
3. Focus on your most important work.

Resilience is about how you recharge, not how you endure.

If you have too much time in the performance zone, you need enough time in the recovery zone too.

For resilience you need internal and external recovery periods.

How to reduce screen time...

1. Take a normal call if that works over a video call.
2. Limit your meeting time
3. Choose physical over digital
4. Move as much as possible
5. Take tech free breaks

How to combat video call fatigue..

1. Avoid multitasking
2. Build in breaks
3. Reduce on screen stimuli
4. Virtual social events must be opt in

Running virtual meetings...

1. Spend the first few minutes catching up with each other
2. Call out names in the meeting, make it personal
3. Come prepared, publish an agenda
4. Identify who could be best to speak on the topic
5. Push for broad participation
6. Go slowly
7. Wrap up each segment properly with a summary

In video calls, how does one elevate presence?...

1. Focus on the camera, not on your colleagues
2. Maintain a strong voice
3. Frame yourself wisely
4. Be present and mindful
5. Don't be your own distraction
6. Use the chat window well

If you are a virtual boss...

1. Set expectations
2. Visit on a predictable schedule
3. Encourage communication
4. Spark impromptu interactions
5. Nurture familiarity
6. Make them feel part of the team

