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Aspire to Inspire the Digital World

REMOTE WORK — GUIDE

The ultimate guide to work remotely
during the Corona virus pandemic

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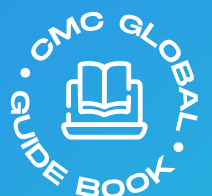
The Corona virus pandemic has been raising the work-from-home trend, making millions of people into remote workers.

Many companies around the world have rolled out mandatory remote work and if you are one of them, just do not worry because here is all you need to stay productive during the pandemic crisis.

First, let's start with some basics →

Remote work refers to work which is being done by individuals that are not in the same location.

No matter how you slice it, remote work typically means your teams need to leverage communication tools like messengers, video conferencing, phones, visual collaboration tools, and task trackers to get things done.

What is remote work?

Now, you might be doubt about the real efficiency of this new topic:

1 *"In theory it sounds good, but remote people can't come to meetings and they never have all the information."*

2 *"How do you know people are staying focus on what they do as they work at office?"*

3 *"How can I track my employee productivity?"*

→ All of the above statements are working off of either wrong assumptions or process failures. Remote work is getting a bad name when in fact there are easily identifiable behaviors and policies that are causing the problems. Effective remote work starts at the top. When company culture leaders correct non-remote friendly behaviors and put inclusive processes in place, the effects trickle down into a successful experience for everyone.

The fact is remote work cannot be possible without technologies. Things like Internet, RPA or cloud computing make remote work possible. We now can combine messengers, email, video conferencing, cloud documents, and project management software to make our work goes smoothly.

*Besides, there are thousands of tools which can be created and customized with different specializations for your teams. At **CMC Global**, we also take advantage of technologies to optimize our office resources as well as and improve the quality of internal process.*

All the tools that make remote work much easier

CHAT TOOLS

slack   zapier   Microsoft Teams

VIDEO TOOLS

zoom   Microsoft Teams
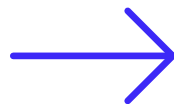
COLLABORATION

Trello
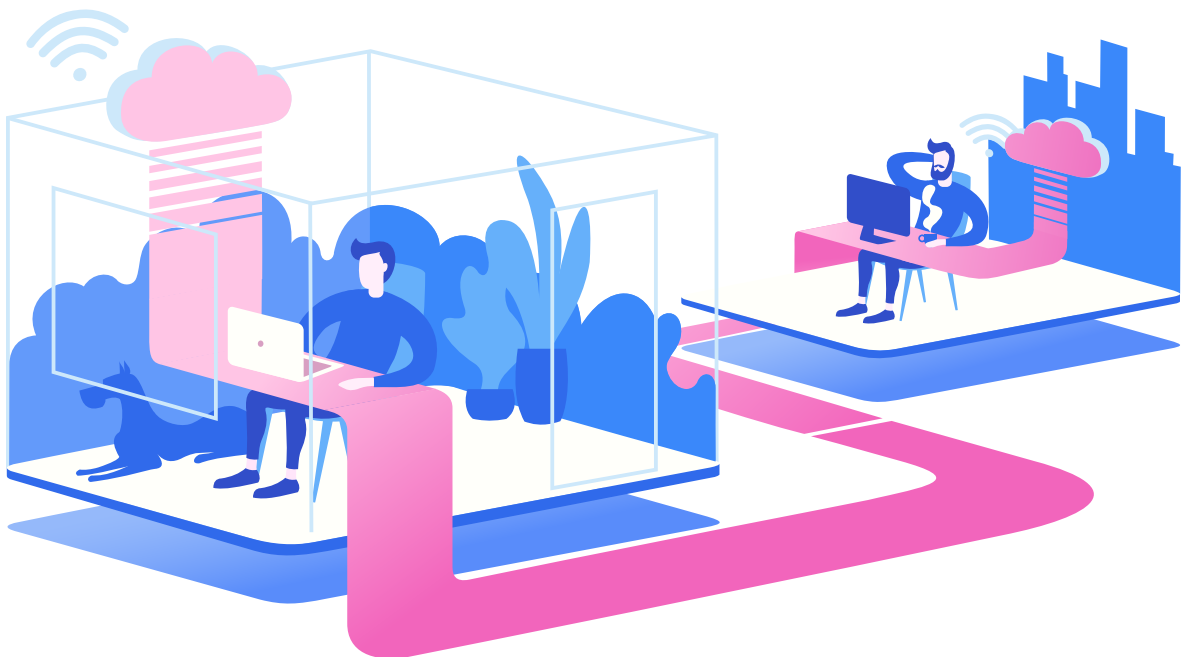
DOCUMENTATION

Google Docs   Confluence

Here are significant tips to erase all the myths about working remotely

→

MYTH 01

REMOTE WORK MAY SLOW DOWN THE COMMUNICATION

— So many people believe that teams need to communicate face to face to be successful and the quality of communication will be badly slowdown in a remote environment.

— It cannot be denied that working from home is more difficult than working in office because some projects call for face to face collaboration. However, there are many tools like Microsoft Teams, Buffer, Slacker…can help you to solve this problem because it provides all the necessary features such as messenger, video conferencing, task tracking.

— If your work requires security and other specifications, you can quickly customize in a collaboration software developed by IT service providers as **CMC Global**.

Tip:
Instead of chatting with team members, managers should be having daily check-in via video call to make sure all the staff are ready at work as in the office.

MYTH 02

REMOTE WORK ELIMINATE TEAM CULTURE

It is true that working from home might cause obstacles in remaining your team culture. People can not have interactions and real conversations to each other, however, with effective planning, these social moments can be put into a remote environment.

Tip:

You can set up team-building activities, chit-chat break time for your team in remote work, for instance, sharing your workspace at home to your teammate or show your boss a great book that you have in the bookshelf. Collaborate with your colleagues to come up with OKRs (Objective and Key results) and write it down so that your team can revisit and check their task list.

MYTH 03

PRODUCTIVITY DECREASE
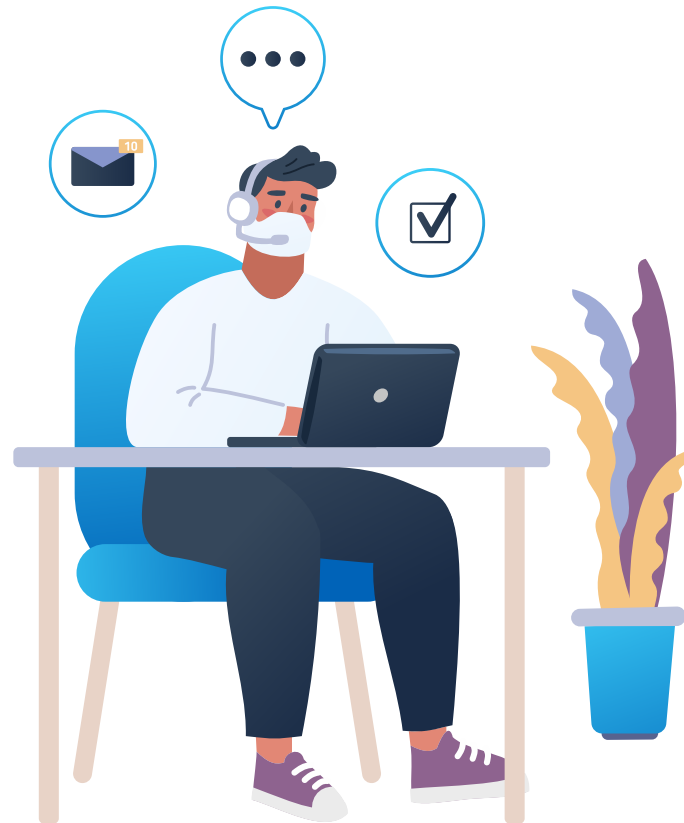
— Some people consider those working from home as slackers who always wake up late and do not pay attention to work.

— But tactics shows that 65% of people feel **more productive** in a "work from home" environment. **Report** also indicates that 31% of people have "held back their true thoughts and opinions while on calls in the office because they don't want coworkers to hear and judge them," and 16% of people feel their "overall quality of health has declined" in open-plan offices.

Tip:
Make sure all of the team members start to work at the same time as they often go to office. Track workday availability in a team board.

1. Set up your workspace

Make sure the working space in your home is where you can stay focus and concentrate.

2. Keep healthy boundaries

Make sure to take breaks, stay hydrated, and give yourself opportunities to "clock out" from remote work at the end of the day.

3. Communicate frequently with your team mates

Working at home might be different than it does in the office. You can be disturbed by your parents or your child. Communicate your schedule to your coworkers so that they know when to reach out to you.

4. Embrace online meetings

Make sure all meetings include a virtual "join" option so that team members can join from wherever they are working. Turn video on so your team can interact face to face and feel more connected.

5. Record your meetings

When you start a meeting, hit "record." Team members who aren't able to join can watch later or search the automatically generated transcript for important information. That way, people can easily review anything they missed or need repeated.

6. Bring the team together

Working remotely can feel a bit isolating. It's important to create opportunities for the whole team to virtually get together, whether it's large brainstorms with the whiteboard app or daily check-ins over a virtual coffee.

7. Have fun

Stay comfortable and be always responsive during the working time. Enjoy your workplace and communicate well with your whole team.

Are you ready to go remote?

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Remote work will not be only the short term solution when crisis occurs but it is the future of operating and working. It opens new opportunities for recruiters to seek potential candidates worldwide, breakdown geographical barriers and help enterprises optimize their resources.

Building a system of working remotely is what many enterprises are doing to optimize their resources and improve the productivity of work. Connect us to have more ideas and take your business to the next level via:

Website: cmcglobal.com.vn
Email: cmcglobalinfo@cmc.com.vn

Reference:

1. Remote work checklist (Microsoft)

2. The guide to remote work (Miro)

3. How to embrace remote work (Trello)