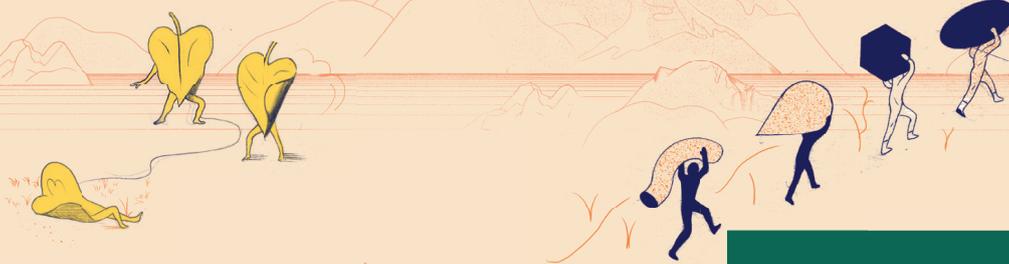


From Whereby Experts: How to Make Remote Work, Work!

We believe the freedom and flexibility of remote work empowers our employees to lead the best lives and be the most productive. As a 'remote first' company ourselves, we have learned a couple tricks along the way.



Top 10 Remote Work Rules to Live By

1. If you have one remote worker you are a remote team. *BOOM*
2. Be mindful of time zones and embrace creativity when trying to combat them. (Ex. teammates can work late/early shifts one day a week to align office hours).
3. Make the commitment to be intentional with time spent with teammates - value consistency in 1:1s and standing meetings both in time and regularity.
4. Social time doesn't have to always be in person - set assigned time for weekly happy hours or monthly one on one lunch breaks or coffee chats. (Ex. we embrace half hour weekly "Fri-yay" meetings for casual conversation and socializing).
5. Empower employees to have their own work space that encourages their work flow; co-working spaces, private home offices, etc.
6. It takes a village to be successful - embrace multiple platforms to collaborate (Among many, we like Trello, Slack, and of course, Whereby).
7. Celebrate teammate wins both big and small - appreciation and value can be harder to convey when you aren't in an office.
8. Make your presence known. Set your office hours viewable your calendar and check in/out on common chat.
9. Face time is valuable - be consistent with yearly offsites and concentrate on taking the opportunity to focus on team values and growth during those times.
10. Respect your own remote work boundaries. Work from a dedicated workspace and leave work there when your day is done.

BONUS: Top 7 Mistakes People Make on Video Calls

1. Not testing your connection - take advantage of a free test site like fast.com
2. Not making an agenda and having a clear goal beforehand to keep the meeting on track and focused
3. Being late - hop in a meeting a couple minutes beforehand if you can to avoid unexpected hurdles
4. Not having a dedicated space - pick the right environment and snooze your notifications
5. Not being aware of lighting - light sources should be in front of you not behind
6. Not setting up your meeting platform ahead of time - have it in your calendar and the app downloaded (although, not needed with Whereby)
7. Not being considerate of participants time - only invite necessary parties and stay on schedule.



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