

FAQS: GETTING STARTED WITH REMOTE WORK

As many businesses have moved from a physical office locale to remote working situations, there are some common questions that center around the process of getting started.

What is Remote Work?

Remote work is defined as working in an environment outside of a typical office space such as your home. Remote working provides the benefit of comfortably working at home or another space outside the office given the proper equipment and communication protocol.

What Do I Need to Begin Working from Home?

Working remotely requires equipment like a desktop computer or laptop. You will want a mobile phone to ensure you are reachable and to act as a stand-in if your regular computer suddenly becomes unavailable.

Next, you'll want a suitable internet connection with enough bandwidth for your workload. Check with your internet provider for estimates on the bandwidth you need, as well as any additional equipment you may need to ensure your entire remote workspace is connected.

To keep your tasks and deadlines in order, you can use project management software, like Basecamp or Asana. These robust tools can help you stay on top of your work over daily, weekly and monthly periods. You can also share your workflow with your coworkers so that they know what you are working on and when to expect a complete deliverable. These project management tools can also help you know when to turn work off and have some time to yourself.

It is best to increase your communication while working remotely since you are not physically present in the office. To do this, you want to ensure that you have communication software on hand so that you can stay in touch with your coworkers and/or the main office. Depending on the size of your office, ECloud Connect or ETeam Meetings will allow you to communicate, collaborate and meet with your team, no matter your geographic location. Both platforms allow for video conferencing and chat functions along with integration capabilities.

You will also need to ensure that all of your programs are up to date on security settings. This will help protect your work and the work of others within your organization. Many companies use VPN logins when dealing with sensitive business materials. This also goes for uploading and downloading materials from your employers internal framework. Ensure that you have the proper logins and understand the protocols when setting up your remote work office.

What Else Do I Need for a Remote Office Setup?

Remote Workspace:

You want to ensure that you set yourself up with a functional workspace within your home. For example, working in your bedroom may lead to more distractions, and a decrease in your productivity. If you don't have a separate office, designate part of your kitchen or dining room as your "office".

Manage expectations:

Make sure your job expectations are clear between you and your manager from the beginning. This goes back to increasing your communication and creating deadlines you can stick to.

Use video conferencing:

Not everyone loves being on a video call. In the case of remote work, you don't see your coworkers in-person often, and video conferencing allows you to connect in a more personal way than a phone call. Famously, they say 93% of communication is non-verbal, and video conferencing can help you and your coworkers be more effective in meetings.

What Do I Need To Be Successful While Working From Home?

Apart from the physical, functional workspace and the technical aspects needed for remote work, there is oftentimes a shift in mindset that is necessary as well. The standard 9-5 has to be redefined - and with that your own self management. Taking full accountability of projects and managing your time effectively requires a higher level of accountability to be successful. Develop personal routines that work best for you.