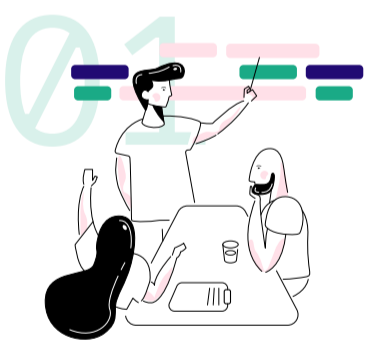


Remote work Cheat sheet

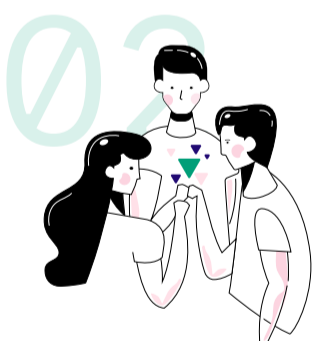
The same rules of humanity and working efficiently also work in remote setups, but it might need a little more effort to make it happen. Tools and the distance adds new layers between people, and by focusing on getting few important things right, we can get the remote teams working seamlessly together.

Explicitness and clarity



- Clear understanding of the goal of the gathering already beforehand helps in creating a strong focus
- Clear roles within the context makes it easier for the participants to participate constructively
- Clear expectations on what's expected from participation (e.g. co-creating with laptops, menti with phones) ensures that people join the gathering well prepared
- Transparency and wider ownership of initiatives guarantee that absences won't freeze the progress

Psychological safety and participation



- Building on top of your organisational culture makes it easier for the people to continue working efficiently
- Invite explicitly to participate, especially the more quiet participants to ensure that all the ideas are taken into account
- Offer different communication channels (free discussion, facilitated discussion, chat, cocreation tools) so people with different preferences or technical possibilities can join the conversation
- Use open questions and give time and space to answer. Really hear the answers to build understanding and psychological safety
- Give room for time and place to also discuss informal topics to strengthen the connection between people

Tools and tech



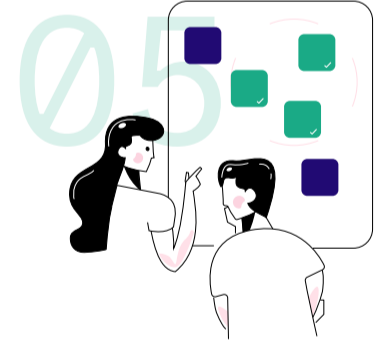
- Get familiar with the tools and find a tool that fits your need (Mural, Miro, Trello, Menti, Hangouts Meet, Teams, Zoom)
- Check that everyone can have access to the tools and that things work in beforehand
- Help everyone to get familiar with the tools in the session for example by facilitating different participatory check-in tasks
- Have a backup plan for moments when technology decides to let you down

Documenting the discussion/decisions



- Use co-creation tools to get everyone's ideas on board
- Visualise everything you can from the topics in discussion to decisions to ensure better focus and shared understanding of the topics
- Make the documentation visible during the session, especially the action points to increase focus and commitment
- Share the links after the session so everyone can find them easily and keep their commitments

Time usage



- Learning new tools and ways of working takes more time than routines, build that extra time to your agendas and time line plans
- Time box the agenda, help to visualise it through the co-creation tools so everyone can follow it and remind the participants when needed
- Think what you really need to go through together in a meeting and where bringing more transparency can remove the need or shorten the meetings
- **Have regular retrospectives, the faster or bigger the changes, more often you should be reflecting on your team's ways of working**