

Getting started with Remote Product Management

⚠ challenges when working from home

- ↳ communication
- ↳ work-life balance
- ↳ having other people in the house
- ↳ having kids and/or pets

⚠ PM duties

- ↳ scheduled
 - ↳ stand-up meeting
 - ↳ requirements gathering
 - ↳ product requirement documentation
 - ↳ file feature tickets
 - ↳ check product data
- ↳ ad-hoc
 - ↳ address blockers
 - ↳ respond to questions

⚠ product strategy checkpoint

- ↳ know the company targets
- ↳ check-in with other product managers
- ↳ be transparent and communicate
- ↳ have both short and long term goals

⚠ Making an effective plan

- ↳ schedule your planning session
- ↳ set a goal
- ↳ stick to your plan
- ↳ Eat the frog!
- ↳ be flexible

⚠ Stand-up meeting agenda

- ↳ what do you plan to do?
- ↳ what did you accomplish?
- ↳ any blockers?

⚠ How to conquer your list

- ↳ time blocking
- ↳ track your progress
- ↳ update your calendar

⚠ Product Management style tweaks when working remotely

- ↳ balance between autonomy & accountability
- ↳ set clear milestones & perform regular health checks
- ↳ know the right productivity metrics to monitor
- ↳ be aware of each member's challenge in remote work

⚠ communication & collaboration challenges in a remote work

- ↳ time zone difference
- ↳ not able to see other person's emotion
- ↳ proper information sharing
- ↳ knowing when a meeting is needed (or not)

⚠ addressing communication & collaboration challenges

- ↳ plan ahead
- ↳ have non-work related chat with your team
- ↳ document information & give access to those who need it
- ↳ only call for a meeting when it's really needed

⚠ Tips for an effective meeting

- ↳ have a clear agenda
- ↳ schedule as soon as possible
- ↳ stick to the time

⚠ Benefits of asynchronous communication

- ↳ promotes well-thought communication
- ↳ less distraction
- ↳ time-zone difference is not a problem
- ↳ automatic documentation

⚠ asynchronous communication best practices

- ↳ Allow people to go offline
- ↳ status updates should be asynchronous
- ↳ over-communicate

⚠ when to use synchronous communication

- more than 3 back & forth responses
- personal topic
- critical scenario

⚠ Things to consider when deciding on communication tools

- synchronous or asynchronous?
- Think of the end user
- Data security
- update frequency

⚠ Tips for gathering requirements from multiple stakeholders remotely

- set a topic & focus on that
- use a survey to gather feedback
- be transparent
- keep your documentation up-to-date

⚠ setting up your work station at home

- find a quiet spot
- have enough desk space
- get on ergonomic chair
- install a whiteboard
- get the right router & internet plan
- keep your work station clean

⚠ Basic security measures to protect your data

- keep your operating system and applications up-to-date
- lock your devices
- use a password manager
- enable "locate your device" and "remote wipe"

⚠ effects of not having work-life balance when working remotely

- Isolation
- burn down

⚠ How to have work-life balance

- Avoid working overtime
- Focus on important metrics

⚠ How extroverts can work from home

- have a virtual coffee meeting
- put on some music
- Go for a walk
- look for co-working spaces
- Have video calls on coffee breaks
- Go out at the end of the work day

⚠ Tips when working from home with kids

- Make a plan
- Do non-cognitive work first as you skim through deep work tasks
- Engage a childcare service
- Do deep work as your kid naps

⚠ Things to look out for in a remote company

- ↳ look for a remote first company
- ↳ read about company culture
- ↳ Must have support for mental health