

# **Timezoned: A Developer's Time Travel Story**

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# About Me

👋 I am Janani!

💻 Product Architect, Detroit Labs



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# Agenda

 Why am I giving this talk?

 Timezoned: 4 things to do 

 Conclusion: A Checklist

# Why am I giving this talk?

 — — — — 10 hours — — — — 



✓ Work

✓ Team

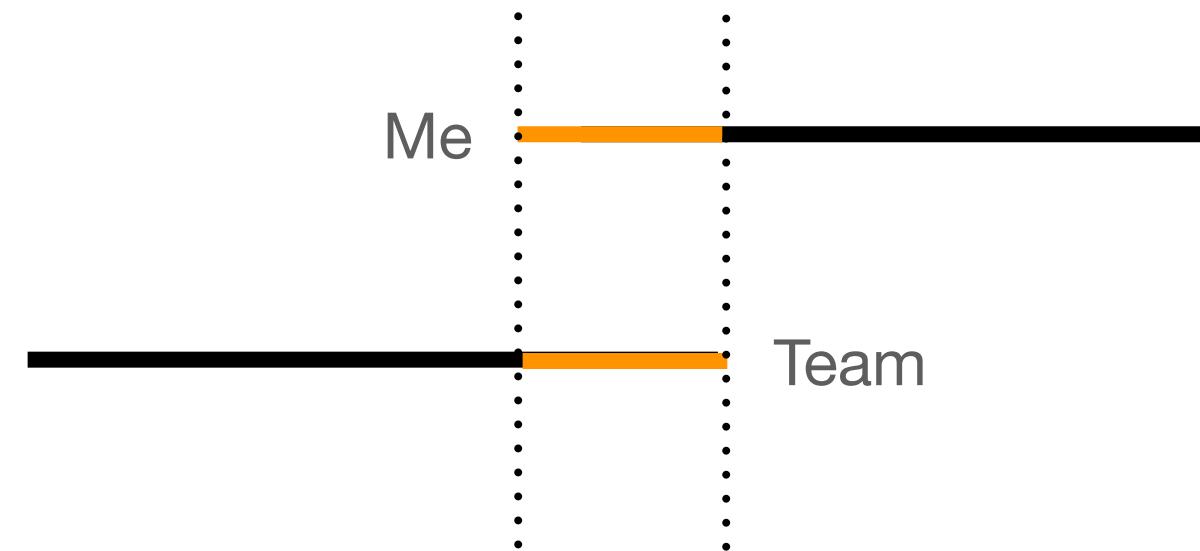
✓ Company

# **Setting the Stage**

# Setting the stage: Plan



Travel dates



Work hours  
(with overlap)



Time off  
*(if any)*

# Setting the stage: Team



Team buy  
in



Work hours  
& Days off



Email  
Summary



Pre-Travel  
Reminder

# Setting the stage: Team

Hello Team,

As mentioned at Stand up, **I am traveling to <> from <> to <>** and plan on being **back at work on <>**. I will be out of office with **no access to internet on <> and <>** as I will be traveling at that time. I will be working remotely from <> and the **following will be my work hours (in <timezone>):**

**10AM - 12PM**

**11PM - 7AM**

**I will be attending all our stand ups** and will **not be available for meetings outside the work hours** mentioned above **unless specified otherwise.**

I also plan on taking **<> and <> off as vacation days**. I will be sending out another reminder email closer to my travel and in the meantime if any of you have any questions or concerns please don't hesitate to reach out!

**Trip days**

**Back to work date**

**Travel days**

**Work hours (timezone!)**

**Meetings**

**Vacation Days**

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# Setting the stage: Pre-travel



Set OOO hours



OOO Email



Coverage &  
Meeting  
representation



Remote meeting  
option



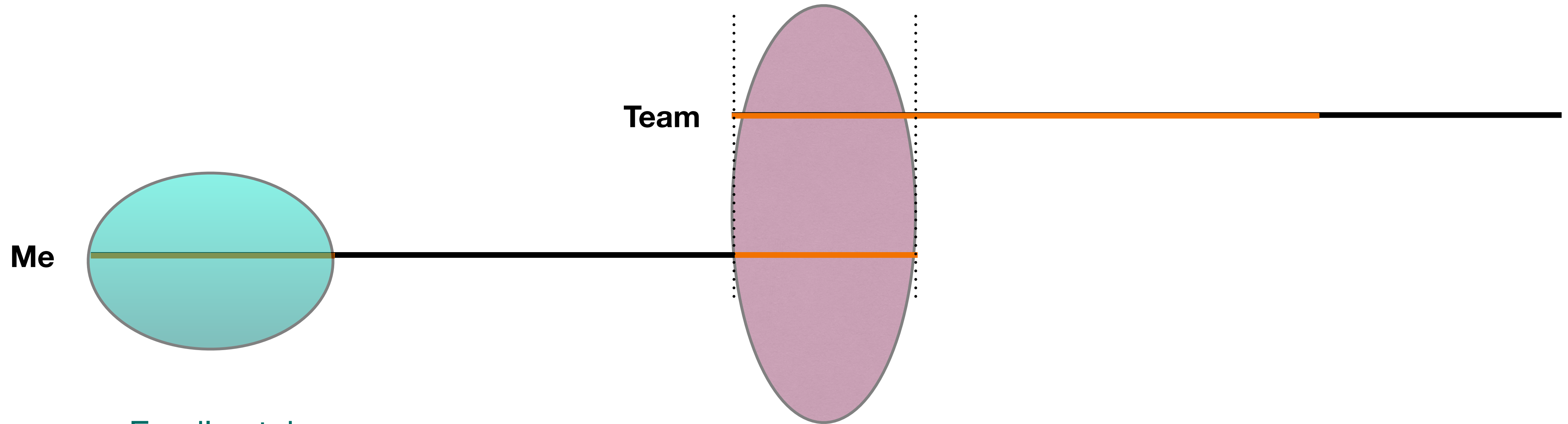
Decline  
unattendable  
meetings



**Accessible  
Tools**

## **Remote Work**

# Work time



- Email catch up
- Code reviews
- Code work
- Plan next day

- Pairing
- Review cards for next day
- Meetings that need my input

## **Tools**

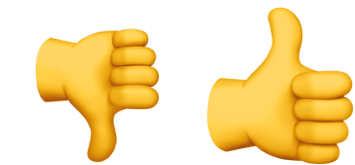
# Email/Calendar (✉️)



Work hours



- Vacation days
- OOO responder



Meeting response

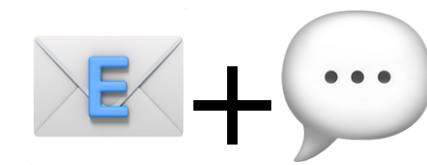
# Messaging (💬)



Update  
Status



**Tool time  
management**



Integrations

## **Miscellaneous**

# Finally...



Communication



Late meetings



# Conclusion

■ Travel Dates

■ Work Hours

■ Time Off

■ Communicate

■ OOO Hours

■ Coverage

■ Meetings

■ **Tools**

# Conclusion

- Travel Dates
  - Work Hours
  - Time Off
  - Communicate
  - OOO Hours
  - Coverage
  - Meetings
  - **Tools**
- **Overlap hours**
  - Plan work

# Conclusion

■ Travel Dates

■ Work Hours

■ Time Off

■ Communicate

■ OOO Hours

■ Coverage

■ Meetings

■ **Tools**

■ **Overlap hours**

■ Plan work

■ **Time Management**

■ Work Hours

■ Time Off

■ Meeting Response

■ Status update

■ Integrations

# Conclusion

- Travel Dates
  - Work Hours
  - Time Off
  - Communicate
  - OOO Hours
  - Coverage
  - Meetings
  - **Tools**
- **Overlap hours**
  - Plan work
- **Time Management**
  - Work Hours
  - Time Off
  - Meeting Response
  - Status update
  - Integrations
- **Communication**
  - Late night meetings

# **Thank you!**

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