# How to Work Remotely

(Without losing your mind, peace, or job)

# Remote Work Stats (in the US)

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- Number of employees working remotely **tripled** between 2019 - 2021 (5.7% to 17.9%)*
- Washington state had one of the highest percentages of remote workers (24.2%), along with Colorado, Maryland, and Massachusetts*
- 72% of tech companies have remote employees**
- Small companies are twice as likely to hire full-time remote employees**

# What does this mean?

## Remote work is here to stay.

Demonstrating that you can work remotely is becoming
a desired skill for many tech jobs.

# Remote Working Skills

And how to practice them

Initiative

Independence

Time Management

Communication

Desire to be Remote

# Initiative

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### **Act fast, reflect faster, learn fastest.**

- Ask clarifying questions
  - TIP: Come with a solution (or a couple) in mind. It helps empower you!
- Shy? Introverted? **That's okay. It takes practice.**
- ***"Just do it"*** Most remote companies have a version of this as one of their values
- Be predictable!

# Independence

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**Learn to trust yourself and others- build mutual trust through <u>communication</u>.**

- Self-motivation and discipline is a must
- Know your job without direct supervision
- *Stand up for yourself.* Lack of direct supervision is great- but it also has drawbacks
- TRUST YOUR COWORKERS. Seek clarification when you need it
  - Learn to let go of being in charge
  - Remote work requires fast decisions without everyone getting input

# Time Management

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**Hold yourself accountable to your                    schedule
                    and commitments.**

- Prioritization
  - Don't know where to start or what's the most important? Ask!
- Setting & enforcing boundaries

**As a student:**

- Practice habit building and setting a schedule
- Experiment with when you are most productive
- Try new productivity methods (pomodoro, time blocking, to-do lists, etc.)

# Communication

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**Communication works differently when you're fully remote.**

Remote communication is slower and require more effort, including <u>time management</u> and <u>initiative</u>

**As a student:**

- Practice recapping and tracking your daily/weekly progress and accomplishments. In 3 months can you summarize what you did well and where you can improve?
- Pretend your classes are meetings- how would you debrief it? What are the top takeaways/decisions?

# Desire For a Remote Position

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**Demonstrate that you can work well remotely and that being remote is important to you**

**Questions to ask during an interview:**

- How long has [company] been remote?
- What challenges does [company] face being remote & how are they being addressed?
- How is remote work embraced at [company]?
- If some folks are in person/hybrid: how does the company ensure hybrid employees don't miss crucial information?

# Remote Work: Pros & Cons

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Why it's great:

- Flexibility
- Freedom to work when & where you want
- Less stressful*
- Working directly with people across the globe
- 10/10 dogs agree WFH > going to the office
- Saves money
- Your pets will love it
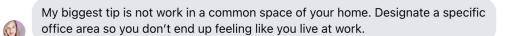- Work-life balance

What they might not tell you:

- It gets lonely
- Requires more self-motivation & effort in ways you don't expect
- Less opportunities for direct mentorship, coaching, feedback
- Harder to meet & connect with coworkers
- You have to be your own cheerleader
- Communication woes
- …Work-life balance

# Tips & Tricks

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there's literally nothing to dislike about remote work

remote > in office

be prepared to close the door to your office to keep the pets out

OK but I remembered a real thing: don't forget about your lunch time during remote work

Sometimes I eat at 3

Because I forget to eat, and eat when I feed the cats

Alvin Nguyen, remote for 3 years
Realtime Software Engineer II @ Boeing

Ooooh, interesting topic.

1. Know what works for you. There might be some trial and error but maybe working in bed isn't as productive or you can concentrate better working on the couch
2. Remove distractions. If you aren't being monitored by clicks or typing, its very tempting to go do chores and the like. Which is fine, do those chores but when you work you work. Multi tasking reduces efficiency in each task
3. Separate work and play. When you are off work, be truly off work so you can recharge. Sometimes having the same location be work and play can be confusing  and make you feel like you're always on

William Deng, remote for 8+ years
Software engineer, architect & tech business cofounder

1. You quickly see how remote should be standard practice and it's hard to want to go back in office afterwards.
2. You have to hold yourself accountable.
3. Careful with separation anxiety with pets that can happen from WFH
4. Remote doesn't always mean digital nomad is an option but in the cases it does, you can really have a new lifestyle at your finger tips.

My biggest tip is not work in a common space of your home. Designate a specific office area so you don't end up feeling like you live at work.

Stephanie Lindholm, remote for 5+ years
Page Designer/Copy Editor @ Gannett|USA Today Network

Emily Delp, remote for 1.5 years
Strategic Accounts Program Coordinator @ 24 Seve

# Tips & Tricks

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- Embrace the flexibility & use it to your advantage
  - Know what works for others might not work for you
- Don't avoid meetings or phone calls
- Lean on routines & habits
- Actively seek feedback, mentors, & coaches
- Communicate, communicate, communicate
- Remember to MOVE!
- Invest the proper gear
- Take. Time. Off.
- Get out of the house

Above all else… **Be honest with yourself!**

# Get in Touch!

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