The Brief Guide to Remote Work

ian

Learn from others

→ ⭐ [The Future of Work: The Guide to Remote Work | Twist](#)

→ ⭐ [The Art of Async: The Remote Guide to Team Communication | Twist](#)

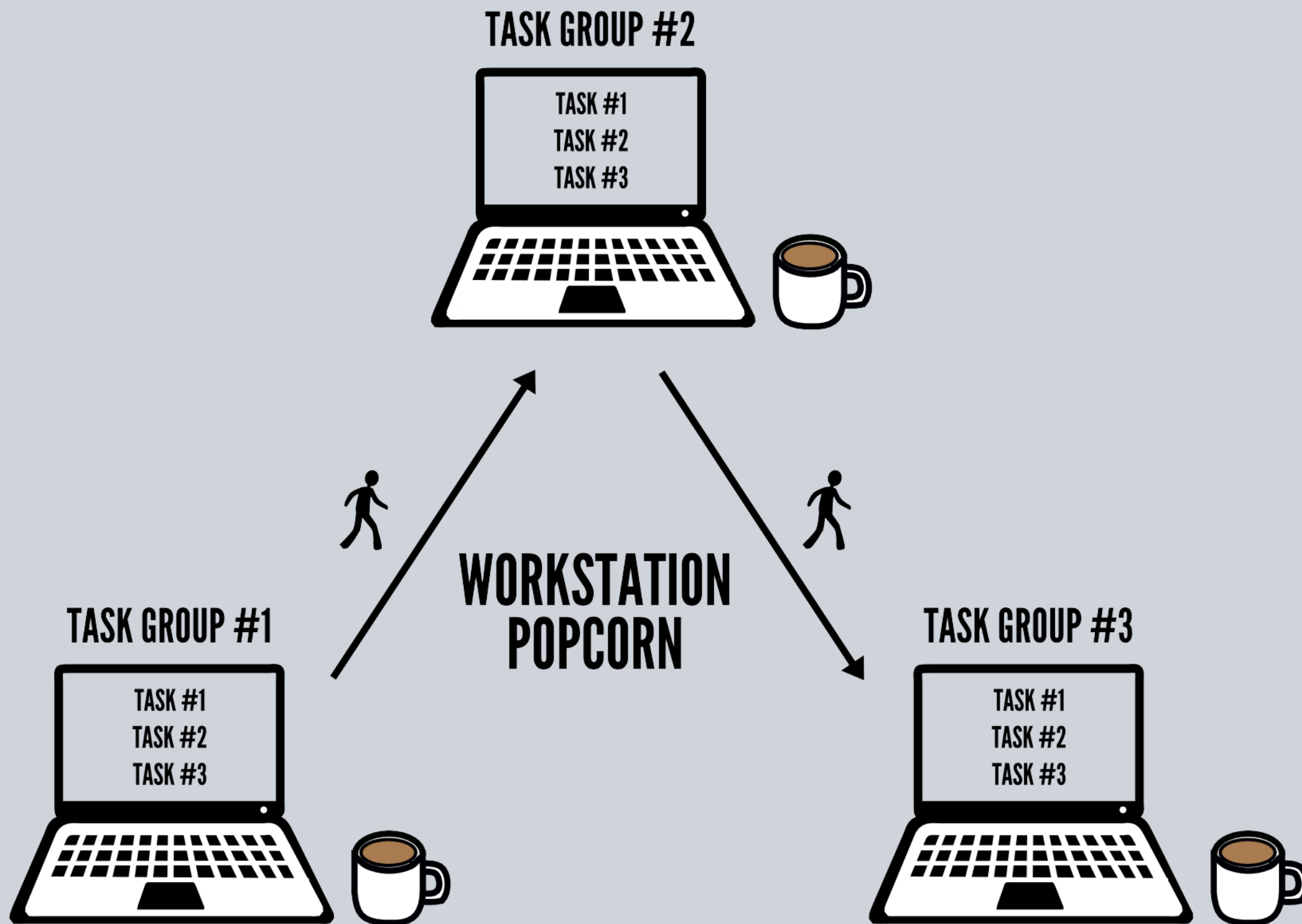→ [The Ultimate Guide to Remote Work | Zapier](#)

→ [More…](#)

中文

→ ⭐ 一派丨远程工作如何「一直爽」？少数派编辑们经验分享 - 少数派

→ 一派·Podcast 005 远程工作，幸福生活 - 少数派

The Changes

Environment

Different locations, different role

TASK GROUP #2

TASK #1
TASK #2
TASK #3

WORKSTATION
POPCORN

TASK GROUP #1

TASK #1
TASK #2
TASK #3

TASK GROUP #3

TASK #1
TASK #2
TASK #3

How to Create A Remote Work Routine That Works

Kill distractions

Kill distractions

→ Do not Disturb Me

→ Put your phone in another room

Build Momentum

Communication Methods

Async

DO NOT Expect Instant Response by Default

Trace What Blocks You

Trace What You Block

Batch Chore Routines

Default to Action

Trust and Delegate

Default to Overcommunication

Empathy

Fallback to a Call Quickly

Be Public

扯淡

Team Information Management

Team Information Management

→ Twist, Slack

→ Internal Blog

→ CC to a mailing list

Experiment Tools

Experiment Tools

→ Quip, Google Docs, Dropbox Paper, Notion

→ Jira, Asana, ClickUp, Trello

→ Explain Everything, Microsoft Whiteboard

Unplug

Create and Keep Boundaries

Develop Hobbies

"It didn't happen naturally as a result of remote work, but the freedom of remote work means I can experiment ... and find what works best."

— Belle Cooper