

WORKING IN A VIRTUAL ENVIRONMENT



REMOTE WORK IS HERE TO STAY.

Remote work is not going anywhere, so the best thing to do is prepare ourselves and embrace becoming digital nomads.





R

Recode by Vox

By 2025, some 70 percent of the workforce will work remotely at least five days a month

G

Gartner

Gartner CFO Survey Reveals 74% Intend to Shift Some Employees to Remote Work Permanently

R

Reuters

Permanently remote workers seen doubling in 2021 due to pandemic productivity: survey

E

Entrepreneur: Asia Pacific

17 Major Companies That Have Announced Employees Can Work Remotely Long Term



88% of organizations have encouraged their employees to work from home since the outbreak



74% of companies plan to permanently shift to more remote work post COVID



31% of companies believe that Coronavirus was the trigger to allow remote working at their company



75% of the workforce will ask to expand their remote working hours



Remote workers are 40% more productive than people who work in corporate offices



54% of HR leaders said that poor technology and/or infrastructure hinders effective remote work practices

KAHND
SOLUTIONS



REMOTE READY WORKFORCE

In order to work in a virtual environment, we must look at it holistically, focusing ourselves, our teams and the organizations we're part of.

Practice Self-Management



**Build Virtual
Collaboration**

**Create a Remote
Ready Org**

I

Practice Self-Management

SET-UP FOR
SUCCESS

PRACTICE PRODUCTIVE
HABITS

BUILD
ACCOUNTABILITY

Curate your
work set-up



Create boundaries
between work
and life



Set expectations
for yourself



I

Practice Self-Management

SET-UP FOR
SUCCESS

PRACTICE PRODUCTIVE
HABITS

BUILD
ACCOUNTABILITY

Experiment on
what makes
you the most
productive



Make the most of
your Time, Energy
and Attention
Tools



Build a Routine but
don't be afraid
to change
it up



Start and end work
with a Ritual



I

Practice Self-Management

SET-UP FOR
SUCCESS

PRACTICE PRODUCTIVE
HABITS

BUILD
ACCOUNTABILITY

Plan how to make
yourself visible
at work



Create accountability
for yourself



Block off calendar for
important work
and for
breaks



WE

Build Virtual Collaboration

SET-UP FOR
SUCCESS

PRACTICE PRODUCTIVE
HABITS

BUILD
ACCOUNTABILITY

Set expectations
with your
team



Schedule
no-meeting
days



Have clearly defined
Communication
channels for
work



Design the Virtual
Water Cooler space to
reconnect with
colleagues



WE

Build Virtual Collaboration

SET-UP FOR
SUCCESS

PRACTICE PRODUCTIVE
HABITS

BUILD
ACCOUNTABILITY

Communicate
clearly and
effectively



Practice Good
Virtual Meeting
Etiquette



Set aside time
for fun and
socializing



WE

Build Virtual Collaboration

SET-UP FOR
SUCCESS

PRACTICE PRODUCTIVE
HABITS

BUILD
ACCOUNTABILITY

Be accessible to
your team



Build a consistent
Team Rhythm for
meetings and
one on ones



Celebrate small
and big wins



IT

Create a Remote Ready Org

SET-UP FOR
SUCCESS

PRACTICE PRODUCTIVE
HABITS

BUILD
ACCOUNTABILITY

Set clear
responsibilities



Ensure equipment
and tools are
enabled



Establish feedback
channels



IT

Create a Remote Ready Org

SET-UP FOR
SUCCESS

PRACTICE PRODUCTIVE
HABITS

BUILD
ACCOUNTABILITY

Be clear on org
priorities



Focus on results
instead of activity
or time-in and
time-out



Build cross-functional
and org-wide
connections
to avoid silos



IT

Create a Remote Ready Org

SET-UP FOR
SUCCESS

PRACTICE PRODUCTIVE
HABITS

BUILD
ACCOUNTABILITY

Regularly review
the organization's
remote set-up



Do regular reviews
and post-mortems
on key projects
and priorities





GOOD VIRTUAL MEETING ETIQUETTE

With remote work being the norm, we must be equipped on how to have effective, inclusive and productive meetings in the virtual space.

**Account for
Time & Location**



**Notes or
It Didn't Happen**



**Be Transparent with
Goals & Materials**



**EFFECTIVE,
INCLUSIVE &
PRODUCTIVE
VIRTUAL
MEETINGS**

**Aim for
Equal Footing**



**Make Room
for Others**



**Video is the
Gamechanger**





Account for Time & Location

- Schedule meetings that are reasonable for people based on their work hours
- If working across geographies, take note of time difference





Aim for Equal Footing

- Consider whether a meeting is necessary at all, or shorten the time to avoid virtual meeting fatigue
- Ensure roles are clear for the meeting such as host, facilitator, scribe, and participant





Make Room for Others

- Listen for virtual “hand raising”
- Pause often, body language is hard to read and this allows for more feedback
- Be explicit about asking for ideas from people who haven’t provided them





Video is the Gamechanger

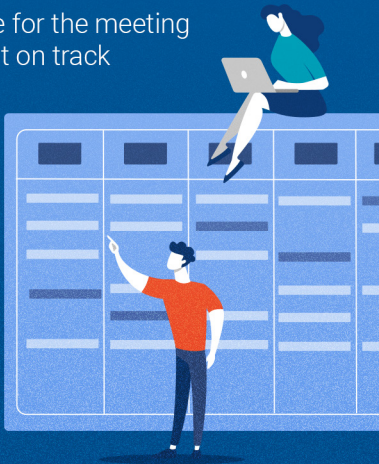
- Use video as much as possible since a major portion of our communication is non-verbal
- Look into the camera and not at the other person as participants perceive this as eye contact





Be Transparent with Goals & Materials

- Have a clear purpose for the meeting and agenda to keep it on track
- Send out materials in advance to give everyone a chance to prepare for the meeting

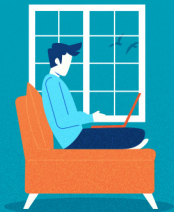




Notes or It Didn't Happen

- Take shared notes during the meeting
- Encourage additional perspectives when sending notes and next steps





ask@kahndo.com



[/kahndosolutions](#)

www.kahndo.com 

KAHND
SOLUTIONS