

Transition to working remote culture in 9 steps



1. Make sure you have the right tools.

Your company will probably have tools for you, but if you have preferred apps for things like communication and file sharing, you can always suggest them to your manager.

2. Set up your home office space or coworking space.

Don't let your posture go just because you're not in a traditional office. A standing desk and ergonomic chair are musts.

3. Set clear work/home boundaries.

It can be easy to let your work and home life bleed into each other when you work from home—and it's not always healthy. Try things like getting changed in the morning and after you're done work or having a specified dining area so that you're not eating at your work desk.

4. Define your work hours.

This is especially important if your team is scattered across time zones. See if your manager cares about what hours you're online, and let your team know when you'll be available.

5. Set up recurring meetings.

Not only with your manager, but also with your teammates and other people you work with so that everyone always knows how projects are going and where help is needed.

6. Plan a daily schedule.

Honestly, this is mainly to help you set a time to get out of the house and eat properly.

7. Make a social plan.

How will you make up for the decreased in-person interactions? This can be as simple as going to work at a coffee shop once a week or meeting with other folks who work remote in your industry weekly or monthly.

8. Create a meal prep plan.

You probably won't want to eat out every day—and you probably won't have time to make lunch every day either. Try to have meals prepared before the week starts so that you have less extra stuff to do on your weekdays.

9. Have a "casual communication" plan.

When you're working remote, you have to be much more intentional about creating opportunities to have small talk and building relationships with your team. You don't have to be BFFs with everyone, but be mindful that you're not just messaging people when you need something.