

Remote Worker Success Plan

Section 1: Being An Awesome Remote Worker

Be Crystal Clear On Goals	<ul style="list-style-type: none"> • Know the outcome: Increased sales, better customer satisfaction rating, new products developed. • Measure the outcome: 10% increase in sales, 2-point shift on customer satisfaction, 3 new products developed • Know the timeline: 10% increase in sales in 6 months, 2 points on customer satisfaction in 12 months, 1 new product every 3 months.
Deliver On Your Goals	<p>If you are going to be trusted to work from home and even be considered for promotions and career development, you have to be clear on your goals and deliver those outcomes.</p>
Deliver On Your Goals The Right Way	<ul style="list-style-type: none"> • You need to be patient and consider other people’s viewpoints and situation. • Never ever cross the line by being too intimate, personal or discriminating in any way • Never be rude • Never ever, ever RAISE YOUR VOICE
Build Trust With Your Manager & Team	<p>Communicate regularly and often with your team Help your work colleagues achieve there goals</p>
Organize Regular One On One Meetings With Your Boss	<p>It is a valuable opportunity to get feedback on your performance and support for areas of difficulty.</p>
Be Super Prepared For One On One Meetings	<p>Have all talking points ready Have a suggested solution for each problem you face</p>
Be Available In Your Instant Messaging System	<p>Make sure your status is green and available</p>
Be Available To Call And Call People Often	<p>If you need to talk, talk, don’t email. Call people, make it quick and let them hear your voice.</p>
Attend Team Meetings & Speak Up	<ul style="list-style-type: none"> • Be ready for the team meeting • Have at least one topic to raise on the round-table • Be a speaker regularly on the fixed agenda.
Communicate Clearly	<ul style="list-style-type: none"> • Speak Clearly • Take Your Time On Important Points
Speak With A Smile On Your Face	<p>A big smile and a firm, energetic and friendly voice make for a great remote office worker.</p>

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Share A Little Humor	Inject a little humor into your interactions with people and they will warm to you.
Be Visual	<ul style="list-style-type: none"> • PowerPoint • Excel • Images • Virtual Whiteboard
Push For A Face To Face Team Meeting	While working from home is a luxury and it can be done effectively, it is no replacement for getting together in a face to face meeting.
Do Not Ramble On About Nothing	No one cares if your dog is sick, or a parcel never arrived, get to the point.

Section 2: Develop Great Personal Working Habits

Establish Do Not Disturb Rules	<ul style="list-style-type: none"> • Talk with your family • Lock The Office Door
Establish working hours	<ul style="list-style-type: none"> • Agree with your team • Agree with your family
Do Not Burn Yourself Out	<ul style="list-style-type: none"> • Take Breaks / Move Around • Enjoy the freedom to get fresh air and sunshine
Exercise Regularly	<ul style="list-style-type: none"> • Jogging, Nordic Walking, Walk the Dog
Block Your Calendar For Important Personal Events	<ul style="list-style-type: none"> • Plan up front for birthdays, anniversaries, school runs
Optimize Your Time Outside The House.	<ul style="list-style-type: none"> • Shopping, Doctors, anything, arrange at quiet times.
Be Super Productive In The Morning	<ul style="list-style-type: none"> • You can save a lot of time in your day early in the morning, and free up the afternoon for errands or appointments
Do Not Work Just Before Bedtime	<ul style="list-style-type: none"> • This can cause sleep disturbance

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Section 3: Invest In Your Home Office Setup

Create A Separate Working Space	<ul style="list-style-type: none">• 4 Walls• Lockable Door• Quiet
Make Your Office Nice	<ul style="list-style-type: none">• Natural light• Fresh air• Plants• Use Ambient Lighting
Get A Large Desk	Space for your equipment & technology
Get A Great Chair	For overall wellbeing and comfort
Use A Real Keyboard And Mouse	For Productivity
Get A Wireless Headset With A Mute Button	Encourages movement and maintains professionalism
Get a Microphone	Give your headset and ears a rest
Multiple Monitors On Your PC	Multiple Monitors Rock & Improve Productivity
Get The Right Software	<ul style="list-style-type: none">• Office• Skype• Outlook
Use The Cloud	Backups available anywhere
Get A Good Coffee Machine	But Not In Your Office