ISME Webinar
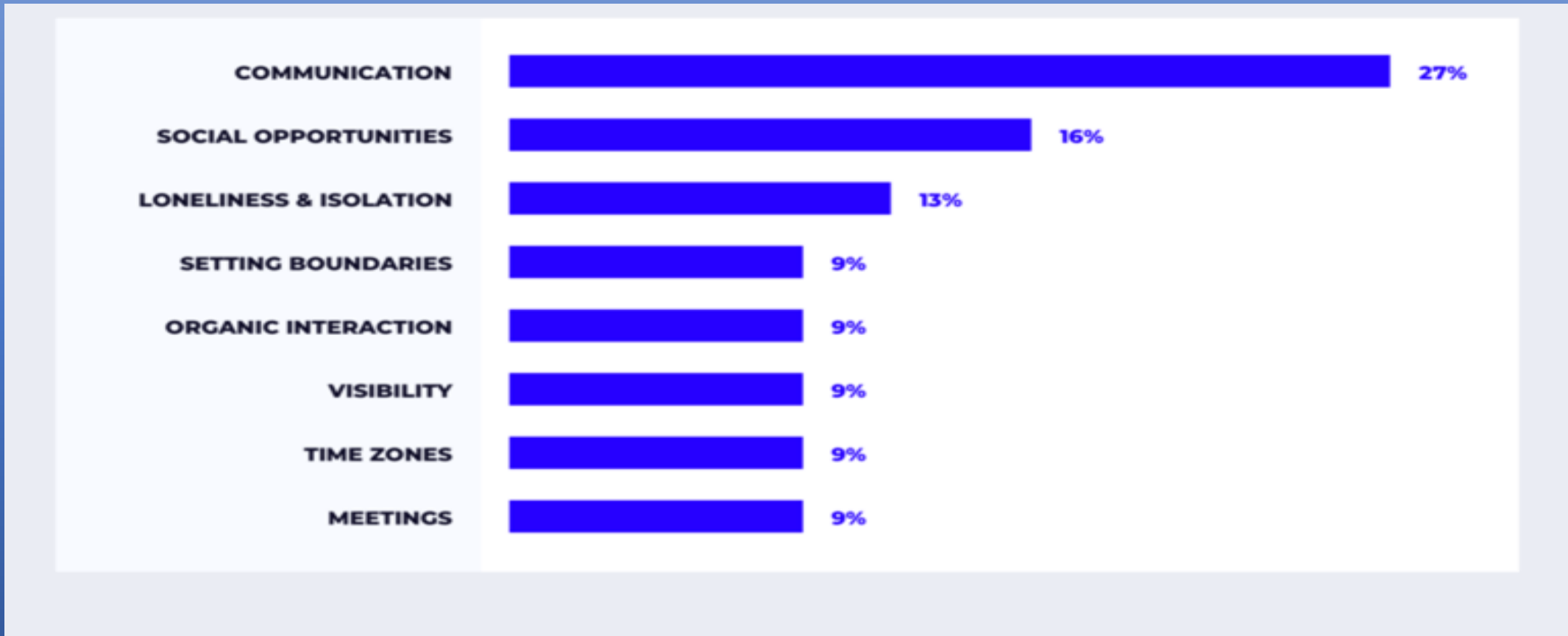# Remote Working: Best Practice and Guidelines
Nick Aikman

Introductions

Nick Aikman

- Channel Sales Manager – 8x8 www.8x8.com
- Former – Director Sales Channels Mitel
- Remote worker for 18-years

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How to Succeed as a Remote Worker

1 **Experiment** with Your **Work Setup**

2 Create **Work/Home Boundaries**

3 **Prepare** for Your **Meetings**

4 Create **Accountability for Yourself**

5 Be Visible at Work

Status: working on task #2

6 **Communicate Clearly** and **Effectively**

7 **Work on** Your **Health**

8 Set **Clear Responsibilities**

9 **Talk** with Your **Team**

10 Take Time to **Socialize**

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What is the No. 1 challenge with Distributed Working?

COMMUNICATION	27%
SOCIAL OPPORTUNITIES	16%
LONELINESS & ISOLATION	13%
SETTING BOUNDARIES	9%
ORGANIC INTERACTION	9%
VISIBILITY	9%
TIME ZONES	9%
MEETINGS	9%

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Best Practice for ~~Remote~~ Distributed Working

- Practice good meeting etiquette

- Experiment with what makes you productive

- Prioritise documentation and clear communications

- Create boundaries between work and life

- Make yourself visible at work

- Schedule time for socialising

- Connect with your team

- Do post mortems on key projects

- Build Accountability

- Define your team's responsibilities

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How to have good Remote Meetings

- Turn on the video

- Everyone on separate screens

- Be present and pay attention

- Don't fiddle with the phone

- Don't work on other things

- Use agendas

- Write notes and share them

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How to Create Boundaries between Life and Remote work

- Time block your day so you have a start and end time

- Create space for work you can leave at the end of the day

- Turn off phone notifications

- Leave your laptop in your dedicated work space

- Use props like work shoes to signal to your brain when you're working

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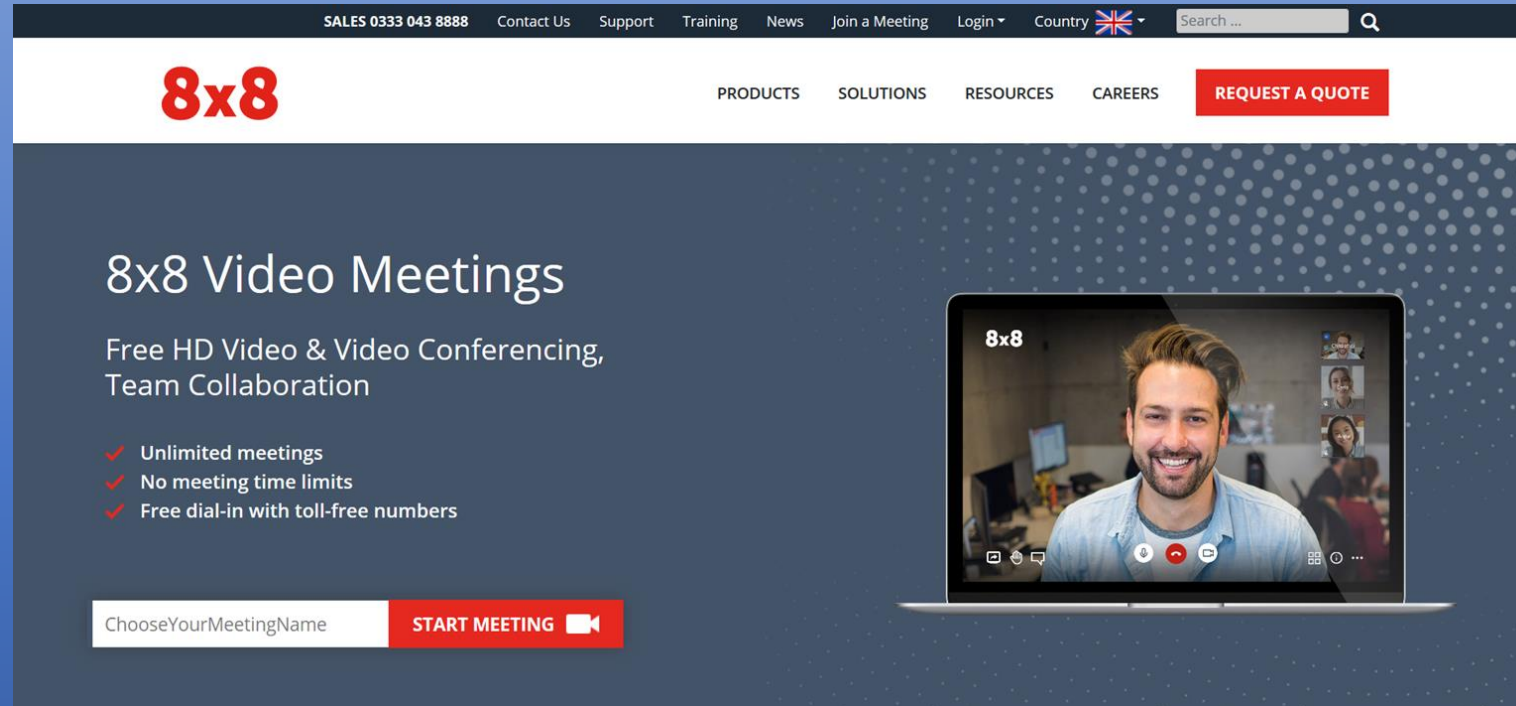enabling business growth

Distributed Work Challenges

What's your biggest struggle with working remotely?

- **22%** Unplugging after work
- **19%** Loneliness
- **17%** Collaborating and/or communication
- **10%** Distractions at home
- **8%** Being in a different timezone than teammates
- **8%** Staying motivated
- **7%** Taking vacation time
- **4%** Other
- **3%** Finding reliable wifi
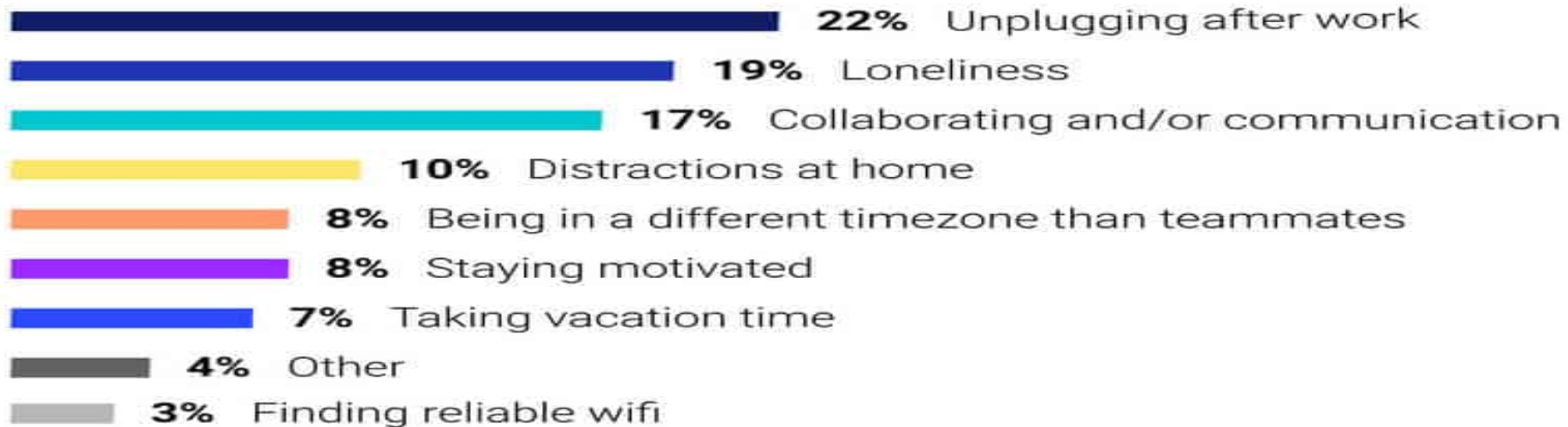
State of Remote Report / 2019
buffer.com/state-of-remote-2019

Free Video Meetings

workair and 8x8 have launched Free Video Meetings in Ireland, now

accessible through our website: http://www.workair.ie

Secure, Unlimited, and Free

Q & A and Further Information

Please contact Steve or Nick directly on the email addresses below for further information:

stephenm@workair.ie

billk@workair.ie

nick.aikman@8x8.com

Or contact us on: https://www.workair.ie

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Reference websites and useful Links:

- **https://www.workair.ie**

- https://weworkremotely.com/5-best-practices-for-managing-remote-team

- https://www.hsa.ie/eng/news_events_media/news/news_and_articles/faq%E2%80%99s_for_employers_and_employees_in_relation_to_home-working_on_a_temporary_basis_covid-19_.html

- Learnovate Team (Ed Tech Research Team) Remote Working Guidelines. www.Learnovatecentre.org.

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Thank You