Your Complete Checklist for Remote Work

WORK

BRAINSTORM

At BrainStorm, we help people of all skill levels love technology and use it more powerfully. To us, change is everything—which is especially important in today's remote work environment.

Use this checklist to help manage your work routine and Office 365 collaboration at home.

01. PLAN YOUR WORKDAY

Get dressed.
You'll be more motivated and prepared for any video calls.

Stay present.
Center yourself with a 5-minute meditation session.

Check your calendar.
Review appointments in your Outlook calendar and inside MS To Do.

Reduce interruptions.
Between meetings, block out time for focused work. You'll need it.

Take breaks.
Give yourself a full 5- to 15-minute break before returning to work.

02. RE-ASSESS YOUR WORKSPACE

Switch it up.
If you've been working from your couch or bed, move to a desk or table.

Meet via mobile.
Transfer calls from computer audio to your mobile so you can walk and talk.

Use proper equipment.
Hunching over a laptop day after day is hard on your neck. Request additional monitors, headsets, or other necessary hardware if needed.

Be security minded.
Use a secure Internet connection and share sensitive docs via OneDrive.

03. MEET VIRTUALLY

Check in.
Hold daily stand-ups to keep everyone on the same page.

Connect securely.
Keep your meeting URLs private and by invitation only.

Turn your camera on.
You'll feel more connected if everyone can see each other.

Stay focused.
Follow an agenda to stay on task and keep meeting times short.

Add a virtual background.
Click on new background images in Teams to hide visual clutter.

Get up to speed on virtual meetings with BrainStorm QuickHelp.

04. COLLABORATE EFFECTIVELY

Find conversations quickly.
Take advantage of the perpetual-chat feature in Teams to pick up where you left off.

Share files securely.
Avoid email security risks by sharing and co-authoring inside OneDrive or Microsoft Teams.

Stay organized.
Create teams and channels in Microsoft Teams to organize your projects from a distance.

05. MAINTAIN TEAM DYNAMICS

Maintain etiquette.
Establish expectations with your team about your tools and work routines so they know how—and when—to communicate with you.

Strengthen culture.
Celebrate wins, praise team members, and use emoji or GIFS to keep chats compelling and maintain a great group dynamic, even from a distance.

Overcommunicate.
Too much communication is better than too little (providing you respect others' etiquette and routines).

Respect after hours.
Team members may be working from their homes, but you should limit contact to regular work hours.

Need remote users to change their behavior, not just their software? Talk to a BrainStorm expert today.

Get Started

REMOTE