Remote with Me: Successfully Working from Home

Chad Pingel
Google Procurement Organization, Program Manager
Butler University '16
Disclaimer:

I don’t claim to be an expert at working remotely. The following tips are based on personal experience to hopefully benefit others who are newer to working from home.
My professional journey so far

Butler University
Finance, Marketing, Ethics Minor
2016

Staffing Services Associate
Google Staffing
2016

Automation Program Manager
Google Finance
2017

Data and Analytics Program Manager
Google Procurement
2020
The Future of Work
Traditional work locations and norms are being challenged
Recent announcements of “Permanent WFH”

Sources: American Psychological Association, Gallup
Workers are trending to remote engagement

More than 26 million Americans now work remotely at least part of the time, according to the U.S. Bureau of Labor Statistics (BLS). Between 2005 and 2015, the number of U.S. employees who telecommuted increased by 115%.

<table>
<thead>
<tr>
<th>Remote working time allocation</th>
<th>2012</th>
<th>2016</th>
<th>Difference (pp)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 20%</td>
<td>34</td>
<td>25</td>
<td>-9</td>
</tr>
<tr>
<td>20% to less than 40%</td>
<td>20</td>
<td>20</td>
<td>-</td>
</tr>
<tr>
<td>40% to less than 60%</td>
<td>12</td>
<td>13</td>
<td>+1</td>
</tr>
<tr>
<td>60% to less than 80%</td>
<td>10</td>
<td>11</td>
<td>+1</td>
</tr>
<tr>
<td>80% to 100%</td>
<td>24</td>
<td>31</td>
<td>+7</td>
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Sources: American Psychological Association, Gallup
Gallup discovered that engagement climbs when employees spend some time working remotely and some time working in a location with their coworkers. Weekly face time with coworkers and managers seems to affect engagement: the optimal engagement boost occurs when employees spend 60% to 80% of their time working off-site -- or three to four days in a five-day workweek...

...when employees are engaged their performance soars: Highly engaged workplaces can claim 41% lower absenteeism, 40% fewer quality defects, and 21% higher profitability.
Remote with Me
Some practical tips for working remotely
WFH Routine

Set your schedule to manage your energy levels and be productive throughout the day.

Consistency is key!
# My typical work day

<table>
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<tr>
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<th>Activity</th>
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<tr>
<td>8:30AM</td>
<td>Daily Wakeup</td>
</tr>
<tr>
<td>9-11AM</td>
<td>Read email &amp; GSD</td>
</tr>
<tr>
<td>11AM-1PM</td>
<td>Run, shower, lunch</td>
</tr>
<tr>
<td>1-3:30PM</td>
<td>Deep work time</td>
</tr>
<tr>
<td>BREAK</td>
<td>Daily piano break</td>
</tr>
<tr>
<td>4-7:30PM</td>
<td>Meetings with the US</td>
</tr>
<tr>
<td>7:30PM onwards</td>
<td>Dinner and downtime</td>
</tr>
<tr>
<td>12:30AM</td>
<td>Bed time</td>
</tr>
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Medical professionals are recommending now more than ever for people to get a full 7-8 hours of sleep to maintain healthy stress and anxiety levels.
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Discuss flexibility with your manager and teammates. Everyone should take breaks during the workday, especially for exercise and other activities to keep things “normal”. I prefer to run and play piano. These times are blocked daily on my calendar.
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Designate an end time to your working day. This should be a hard boundary to not allow your work life to creep into your personal life.
Practical tips for working remotely

WFH Routine
Set your schedule to manage your energy levels and be productive throughout the day.

Consistency is key!

Physical Setup
Do your best to create a working environment that limits distractions and supports your focus.

Setup a home office!
Your WFH office

- Select a designated workspace area
- Organize your items like you would a normal desk
- Adjust your seat to a comfortable height
- Pay attention to your screen height and your eye level
- Move! Be sure to stretch and walk to break up the work day

*When Goblet of Fire is not enough*

*but Order of the Phoenix is just right*
Bonus: Low tech solutions for standing workspaces
Practical tips for working remotely

**WFH Routine**
Set your schedule to manage your energy levels and be productive throughout the day.

**Physical Setup**
Do your best to create a working environment that limits distractions and supports your focus.

**Remote Technology**
Keep yourself on track by utilizing video calling, calendar, and email tools to help stay productive.

**Consistency is key!**
Setup a home office!

Use technology to your advantage!
AV setup matters
Video calling guidance

- Default to “video on”

- Learn the ins and outs of these tools - you’ll be using them a lot!

- Common things to do:
  ○ Shortcuts
  ○ How to present your screen
  ○ Muting yourself (and others!)
  ○ Changing the video layout

- Play video call bingo
Email and Calendar tips

Gmail

1. Taco Tuesday
   Jacqueline Brzezk
   Hey Jacqueline,
   Haven't seen you in a while and hope you're doing well.

2. Gmail
   Help us protect you.
   Confirm your recovery email.

Google Calendar

3. Event
   Reminder
   Appointment info
   Prevnext me to...
   All-day
   Repeat
   3/30/2016
   1:30 pm

4. Working hours
   Let others know the best times to work with you
   Calendar and other Google apps will show your working hours.
   These were estimated, and you can change or turn them off in Settings.
Practical tips for working remotely

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**Virtual Presence**
Master techniques to present/lead meetings with a virtual audience while building a brand.

*Encourage remote engagement!*
Master the video calling experience

● Understand your audience and cater your message to them:
  ○ Inform
  ○ Persuade
  ○ Entertain

● Engage large audiences with participation:
  ○ Polls
  ○ Small jobs
  ○ Volunteering
  ○ Input (chat/video)

● Avoid bad lighting. Experiment with natural and artificial lighting

● Fill the camera frame

● Standing presentations give the appearance of confidence

● Look directly into the camera - it can take 50-60 hours to train this habit
Remote Inclusion
How to work better remotely with others
Remote work challenges stem from “connection” issues

**Getting Connected**
Arranging logistics, like video calls and timezones.

**Being Connected**
Ensuring technology supports the work you’re doing.

**Feeling Connected**
Getting to know one another. Building trust.
1. Be Present

2. Get Talking

3. Re-Tool Your Meetings

What can you do to improve your experience?
What can you do to improve the experience of other coworkers?

1. Reach Out
2. Traverse Time Zones
3. Appreciate Differences
Remote Wellbeing
Taking care of yourself in a remote work environment
RISE Framework

**Routine:** We’re all experiencing change and a lack of control of our environment. Stick to routine as much as possible to ground yourself amidst the uncertainty.

**Interact:** It’s good to talk to someone. Try out counselling as an option. Reach out to at least another coworker or friend to see how they’re doing.

**Sleep:** Maintain a regular sleep schedule. When sleep is disrupted, it can reduce our immunity, and can also make it more difficult to think clearly, manage emotions, and make important decisions.

**Exercise:** Go for a walk, stretch, do an at-home workout—physical exercise reduces stress and anxiety.