Tech-Tips To Help You Work Remotely
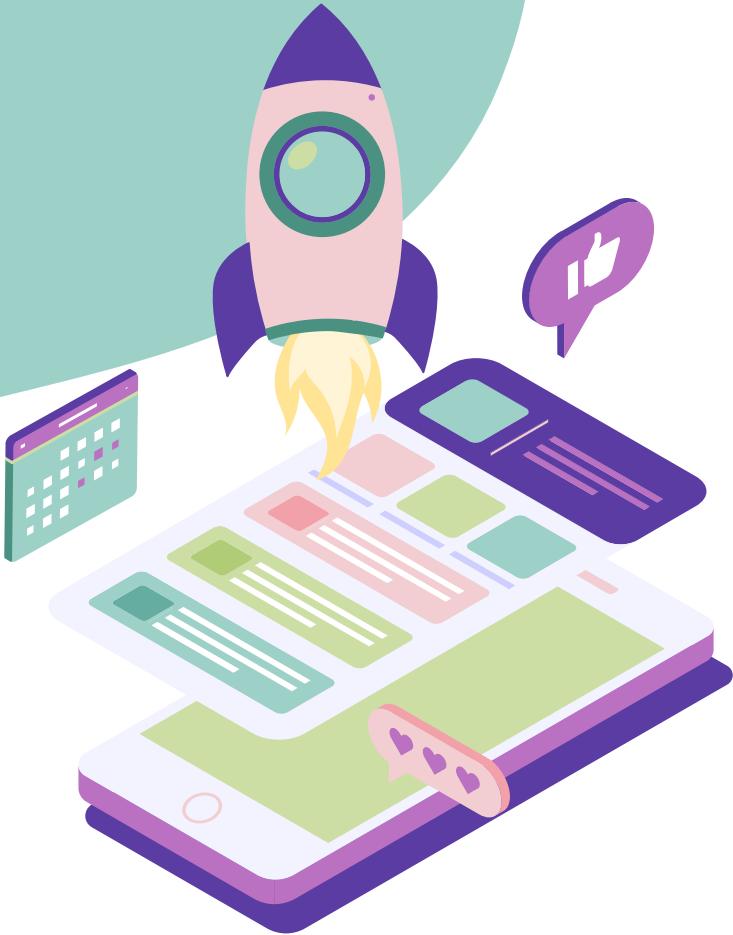
Jennifer Hunt
(Jennie)

★ Solutions Architect Manager,
   EMEA @ Facebook

★ 9 Years in SaaS

★ B.Sc. (Hons) Computer Games
   Technology

Would you describe yourself as a tech enthusiast?

Use Technology To Create New Behaviours And Solve Smaller Problems

First Step: Write Down Habits or Behaviours You Want To Change

One step at a time - maybe at the end of every day or after some mindful reflection.
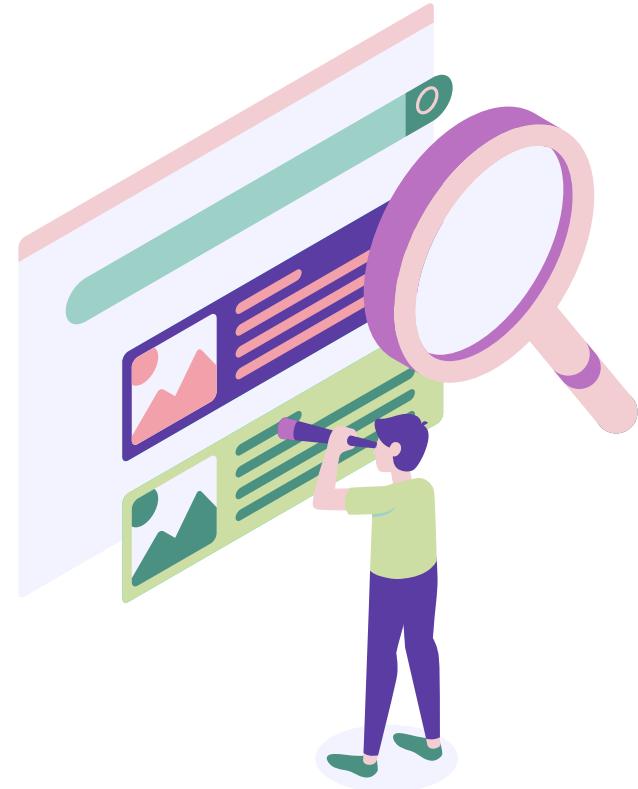
Second Step: Research Services and Apps Which Can Automate/Replace Your Workflow

Take one part of the workflow to focus on and research.

There's an app for everything, and there are also assistant skills.

Form New Habits

Waking Up

An Alarm Which
Is Harder To
Snooze

Going To Bed In
Good Time

Smart Speaker Playing
daily news

Reminder from Assistant
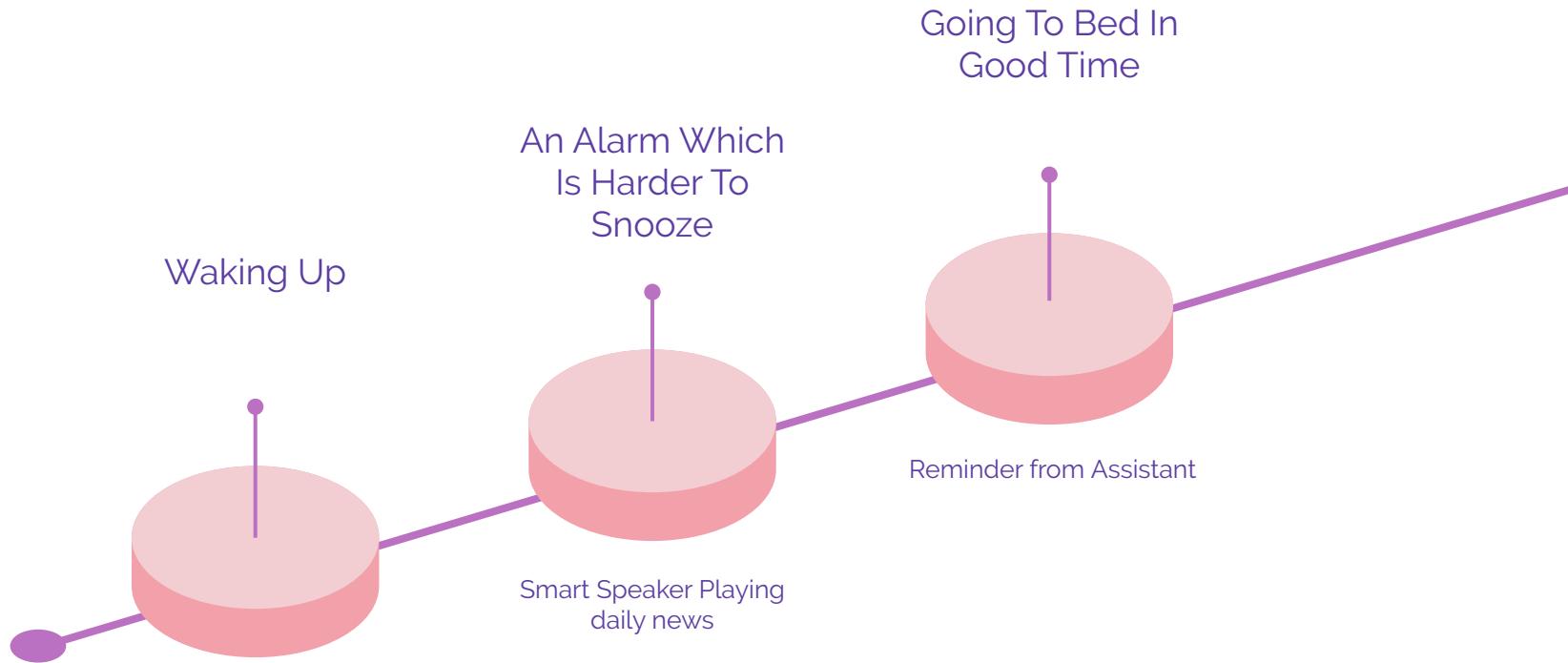
Create & Solve Smaller Problems

2018

I like vacuuming
my house
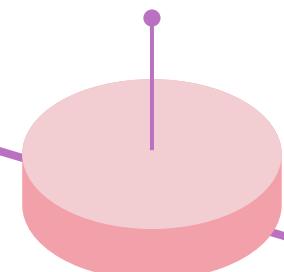
2019

I don't want to
Vacuum
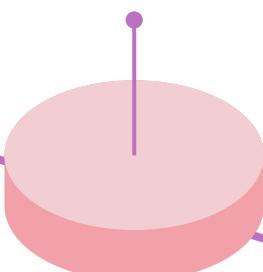
2020

Robot Vacuum
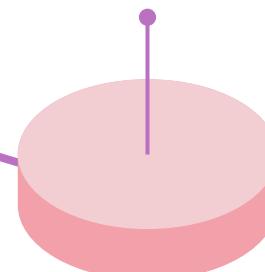
Summary

★   Start with your discovery, find out what you want to be changing

★   Break the problem down into smaller problems and tackle those, as opposed to the one big problem.

★   See if there's an Alexa Skill or Google Assistant Action to help.

★   Try to find a way to combat existing behaviours with something new that your tech can bring.

★   Look at the hardware which could possibly be involved - routers and vacuum cleaners included.

COMMENT: What's one problem you're going to tackle after this?

Tech Tips For Teamwork

Work Life Balance
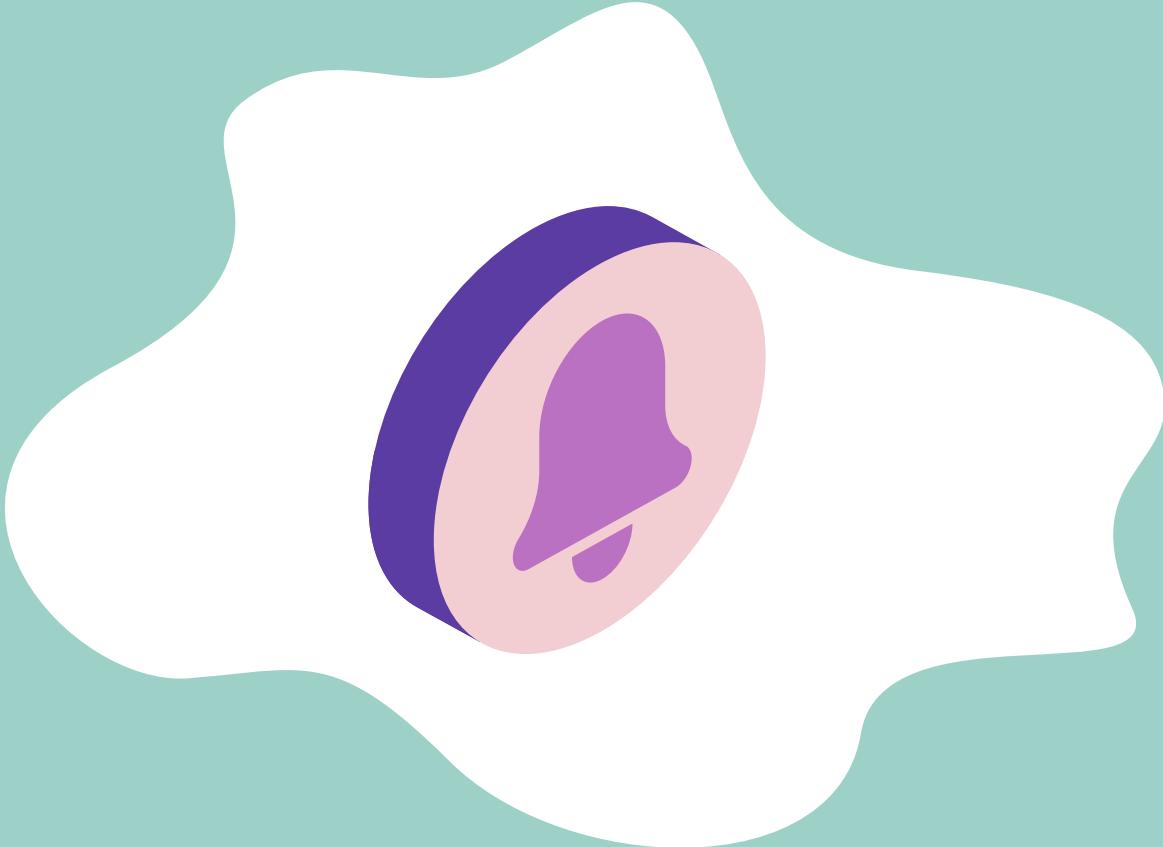
Striking a Balance

Protect Your Time

Use recurring meetings to block time for lunch and for the end of your day.

Use meetings to block 'admin' time to deal with emails and notifications.

Set your default meeting time lower to add a buffer for write-ups.

Protect Your Attention

Use 'Do Not Disturb' modes on apps and phones.

Agree on schedules and routines outside of work.

Protect Your Priorities

Build lists & ruthlessly prioritise.

Calendar

(Found in Outlook calendar options)

- ★ Change default meeting hours
- ★ End meetings early
- ★ Add focus time/working hours to calendar + block

Misc

- ★ Set do not disturb hours on collab apps
- ★ Set do not disturb on phone OS
- ★ Noise cancelling headphones for focus mode
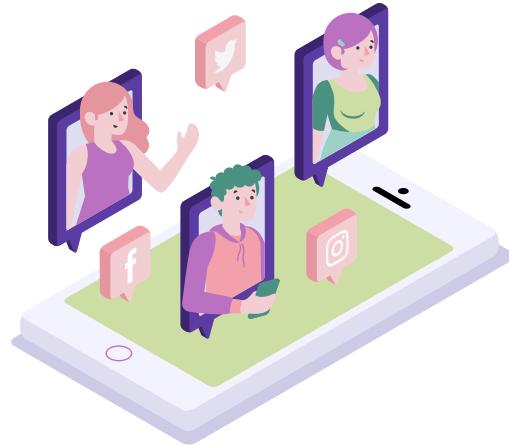
Todo Services

- ★ Asana
- ★ Trello
- ★ Microsoft Planner
- ★ Microsoft Todo
- ★ Google Keep
- ★ Todoist

Meetings

COMMENT: What's the worst thing(s) about meetings?

Go Live!

Team Meetings,
All-Hands/Q&A, Training &
Events
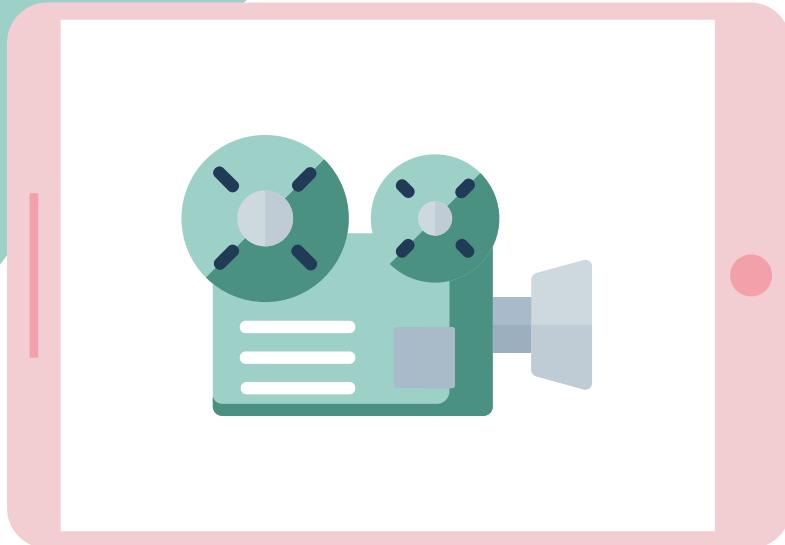
Efficient Meetings

Tools/Apps

Note Taking
Evernote, Onenote, Keep, Paper

Digital Whiteboard
Aww, Freehand, Sketchboard

Video Calling
Zoom, Skype, Teams, Workplace

Collaboration Platform
Workplace, Teams, Slack, Yammer

Notes

Digital means searchable

Host them on a document collaboration platform to share the love!

Some note taking tools integrate with your calendar.

Workflow

Agenda
Send out an editable agenda in advance

Meet
Edit the agenda with the meeting notes

Post
Post them in your collaboration tool, or email them to attendees.

Have You Live Streamed Before?

Final Tips

- ★ Electronic Signatures

- ★ ITTT (If this then that)

- ★ Bots in the workplace

- ★ Online gaming apps

- ★ Online cards

Thanks!

Thank You!