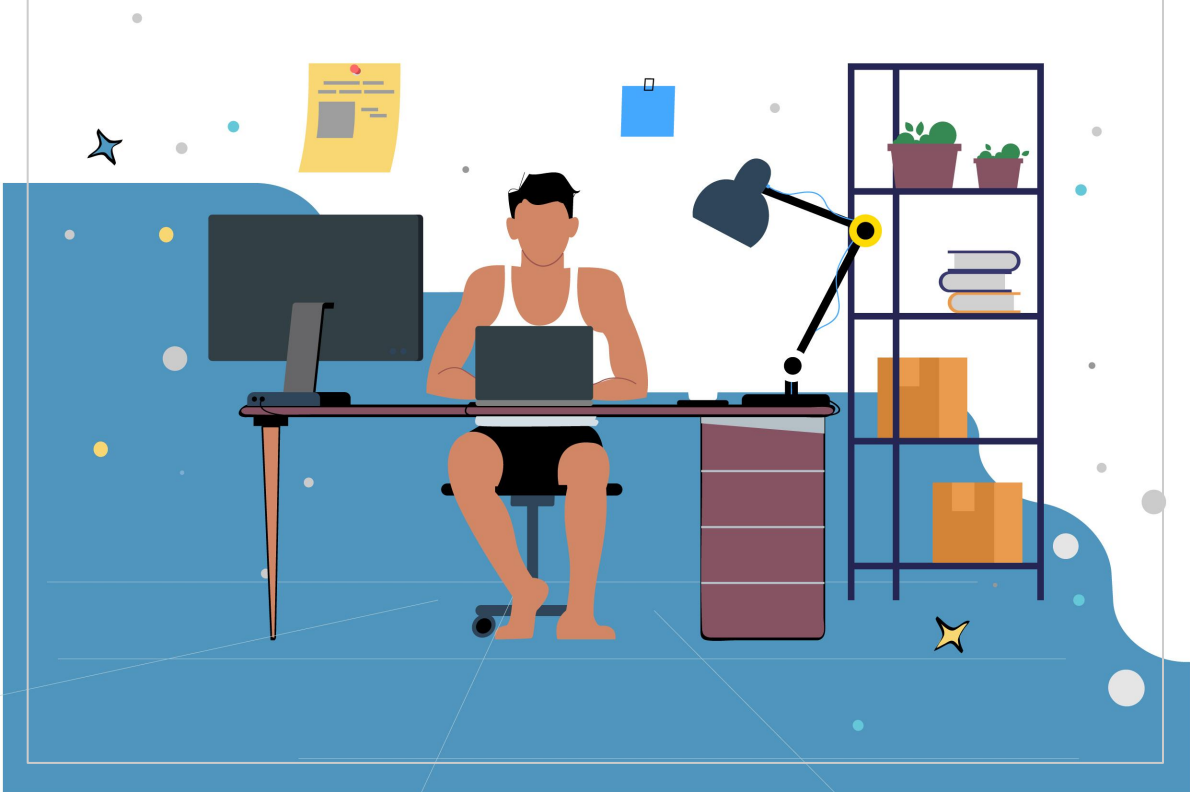# Tips to stay happy & productive working from home

compiled by

GoFloaters
Spaces that work for you

The world has been forced to embrace remote working. While this future was inevitable COVID-19 has only accelerated the adoption.

Many companies did not get the opportunity to learn the tricks of the trade or get time to transition into a remote working set up. We, at GoFloaters, have been trying to make remote working work for us for the last 2 years and we continue to face challenges.

We wanted to do our bit in helping individuals and teams embrace remote working and make the best out of it and come out stronger and better prepared to embrace the future of work.

This document has nuggets of advice from remote workers, leaders who have embraced remote working for their organizations that could help you make this transition.

Cheers,
GoFloaters Team

Arise
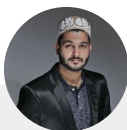
#Leadership - Power to translate

> Switch from "Speak first" to "Write first." Any work item / request/ thought should be written in a place accessible by all with reference to context.

Kumaran Anandan

Founder
TinyMagiq

> Treat Slack like your "office". Many remote teams don't have time-based response rules - if you don't log in to Slack, you aren't available to work. This makes it easy to maintain consistent work-life balance for everyone

MeetEdgar

> Document everything : If you're being pulled in for similar discussions repeatedly, it's a sign that something needs to be documented.

Murtuza

Founder
F22 Labs

> Try not to measure productivity. Instead value working with passion. Measuring a person can be dehumanizing and demotivating

AirTreks

> Everyone to eat on time and send us a pic of the food we eat on our whatsapp group. Fines for late submission.

Vijay

Founder
Music Tree

"As teams become more virtual, it may be impossible for a single person to direct an entire project, "In these cases, leadership functions need to be shifted to the team itself, so members with specific expertise can drive problem-solving in various areas."

Steve Kozlowski

Professor of organizational psychology
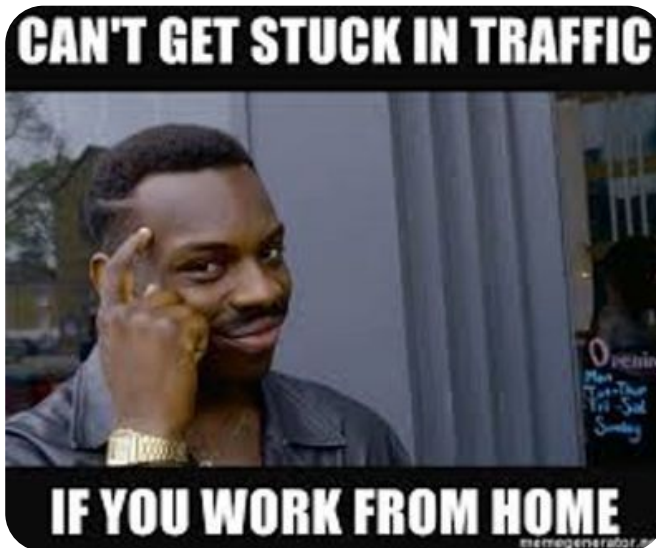**Michigan State University**

Set your teams on missions and not on projects or tasks to keep them energized and motivated.

Shyam

Founder
GoFloaters

CAN'T GET STUCK IN TRAFFIC

IF YOU WORK FROM HOME

Virtual Water Cooler

#nosetrules #movealongtheteam

> Communicate your work timings to others in the house. Dress up for work

Kalpesh Patel
Distinguished Engineer
Egnyte

> Virtual lunches via Zoom (complete with absurd backgrounds & costume themes!) that are purely social. They're totally optional - but that bit of a social touch really helps to stay connected, which has translated into greater productivity

Lenny Rachitsky
Previously Growth
Airbnb

> Remote companies can have a healthy culture, which can be established by the leadership through clearly defined expectations and the sense of accomplishment towards the company's end goal and mission by the employees.
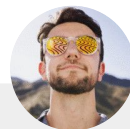
Chris Dyer
CEO
PeopleG2

> Login (into Slack) in the morning with a good morning message and sign off for the day with a goodbye message

Isaac
Founder
InkMonk

> Open communication and transparency are key in remote functioning

Adda Birnir
Founder and CEO
Skillcrush

> " I call 2 of my teammates each day for a chit chat just as I would walk up to their desk at work. Make sure you stay in touch with your team. INTERACTIONS ARE A MUST "

Nathan Philip

Sales Enablement Manager
Chargebee

> " The basic is setting expectations and managing deadlines . It's easy to get carried away "

Karthik Shankar

Senior Marketing Manager
Cognizant

> " I started to invest time in building good relationship with my team. This helped me us build trust within them. "

Samyuktha Poornima

Founder
P'enthusiasts

> " Get ready in the morning and keep communication channels open at all times for the whole team. "

Vivek

Founder
Startups Club

> " Schedule chit chat time with your coworkers. Dress up in formals like you would go to office. "

Colleen Butler

Remotework enthusiast

> " When you are reading a conversation, please read with positive intent as you never know the tone. So be positive in that "

Ishan Padgotra

Sales, APAC
GItLab

Tips to stay happy & productive working from home

"As a company operating with female staff, it is important that clear schedules and work times are defined. Working from home is much more difficult for women due to blurring lines between personal and professional needs."

Thara

Founder
Ganya Agro

"You had the power all along, my dear..."

Empower the Power

Team Productivity Hacks

> "Pair programming over Zoom has kept me especially productive at home."

Wes Brewer
MIT Grad, CS Prof

> "Jump on a video call whenever a chat takes longer than 5 minutes."

Gonçalo Martins Ribeiro
Co-Founder & CEO
YData

> "Always use video in conference calls. People tune out when it's an audio-only call. Document more. Use asynchronous collaboration tools whenever possible (e.g. Jira, not Slack)."

Stephane Kasriel
Ex-CEO
Upwork

> "we have a daily reporting thing which aligns everyone on what needs to be done and what got done"

Madhur Chauhan
Founder
PrintRove

> "Brainstorming, content creation, event planning, on alternate days. Mixing it up helps us."

Vinay
Founder
FutureImpact Learning

Don't get lost

#beproductive

> Take stretch breaks -- set up timers to track

Aravindhan Anbazhagan
TEDX Speaker

> Have a dedicated work area and airplane mode when doing focused work

Biron Clark
Founder
Career Sidekick

> "Get fully ready for the day and pretend you're actually going to work. Otherwise, you might find yourself back in bed!

Anna Faber-Hammond

Graphic Designer
Hubspot

> Never open Youtube or Netflix while working. Not even in the background. Big NO.

Venkatragavan Srinivasan

Head of Partnerships
GoFloaters

> Wake up early and get the most important stuff done before others wake up (5am club)

Praveen

Founder
Wild Creek Web Studio

"Take breaks, it will help you perform better

Tarah Keech

Founder
Burnout Survival

"Splitting the day in deep and shallow work. I usually spend my mornings doing deep work, and I spend the rest of the day doing shallow work
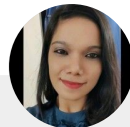
Amir Salihefendić

Founder
Doist

"Have a place you go specifically to work. It could be a certain table, chair, local coffee shop -- some place that's consistently your 'work space.' It helps you get into the right frame of mind

Sam Mallikarjunan

Chief Revenue Officer
Flock

"If you are a reader, life goes on regardless. For times like these, start with Hemingway, Albert Camus, Nietzsche. Their work keeps one very aligned with their purpose and the quest for meaning amidst chaos and everything else.

Manisha Giri

Account Executive
Chargebee

thefutur

"If you are used to a busy office, play some music or podcast to fill the empty space and help you get into your zone.

TheFutur

> Detox your Body : These are the days you have time to make something for yourself, work on a 24-hour detox with fresh juices, salads and vegetables.

Vandhana

Founder, WSquare

> WFH is just a change in environment & mindset & an opportunity to shift one's perspective towards flexibility. Have a dedicated work schedule, spot and don't worry about distractions it happens in traditional space too.

Luvena Rangel

Independant Consultant

> In a remote environment, only outcomes matter and not the hours. Stop tracking hours, trust your employees, set measurable goals, empower them and you will see amazing results. No more looking over the shoulder. Period

Srivatsan Padmanaban

Cofounder & COO, **GoFloaters**

OH, YOU'RE WORKING FROM HOME?

YOU MUST BE GETTING SO MUCH WORK DONE.

Push Yourself

#Personalmotivationhacks

"As far as self-motivation goes, don't be afraid to celebrate even the small stuff. Spend the last 15 minutes or so of workday completing as many "two-minutes-or-less" tasks, knocking out items on to-do list, it will give you a sense of accomplishment."

Laura Spawn

CEO and Co-founder
Virtual Vocations

"Increasing "meaningful connections", video conferencing, find "affinity groups""

Dr. Doug Nemecek

chief medical officer for behavioral health
Cigna

"Buddy up with a friend who works elsewhere and is going through the same experience."

Dr. Thuy-vy Nguyen

Studies the effects of solitude
Durham University

"Find a community of remote workers. It is surprising what a few virtual meetings can do to make you feel part of something larger. It's incredible what a slack channel of emojis can do to lift your mood."
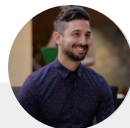
Katharine Wolf

Founder and CEO
Odetta.ai

> "
> Develop a work out routine to keep you healthy, active, and refreshed. You can also find a hobby to help you maintain your energy throughout the day
> "

Ashley Chorpenning
Marketing Strategist and Content Creator

> "
> The best way to avoid over-isolation and cabin fever is to simply go to your local coffee shop, bookstore, or choose a coworking space.
> "

Amad Ebrahimi
Founder and CEO
Merchant Maverick

> "
> My flatmates work remotely as well so we all have common schedules enabling us to have lunch and take breaks together. It keeps everyone motivated
> "

Guneet Singh
Head of Growth & Community
GoFloaters

> "
> Don't worry about distractions it happens in traditional space too
> "

Luvena Range
The Curvy Yogi

> Manager could compound the loneliness during WFH for their teams by strengthening their presence holding frequent check-ins via video or phone conversations with staff.

Joe Hirsh
Leadership And Communication Expert

> Have minimum 6 months runway. It may be better if didn't have to raise money in 2020. If you have fundraised recently, go for a top up funding.. don't optimise for valuations or terms

Hari
Investor Astarc Ventures

> Learn to put an end to the workday...there is always something to do but one has weigh WFH with what one would do if they were to actually go to office.. and strike a balance

Sriram Iyer
Chief Editor for Business Insider India

WORK FROM HOME
CASUAL FRIDAY. EVERY DAY.

Here are a few deals to help you go remote!

$3,000 in Google Cloud Platform and Firebase Credits and One year of free G Suite

Claim Benefit *

Working remote can be challenging. Staying home is the ideal choice given the current situation. If that aint' working, we have got you covered!

Use "**10OFF-REMOTE**" to get 10% off on our spaces.

Nothing can stop you from learning. Not even COVID-19. Free technical learning courses from Guvi for GoFloaters' members.

Visit www.guvi.in/courses or download Guvi app. Apply GOFLOATERS as the license code to get the course free.

RENTSHER

RentSher is India's leading flexible online technology rentals company providing IT & AV equipment such as laptops, desktops, workstations, servers, printers, projectors & LED TVs at a 10% discount

Claim Benefit *

todoist

Get 1 free year of Todoist Business with full access to all of Todoist's most team-friendly features.

Claim Benefit *

twist

Get $200 off Twist unlimited subscriptions. Twist is a team communication app that keeps work conversations organized, on-topic and easy to find (forever).

Claim Benefit *

Typeform

As Typeform's Startups Partner, we are able to offer a 50% discount on any monthly or yearly plan.

Claim Benefit *

Udemy

Get upto 90% discount on the world's biggest online learning platform with more than 130 milliion courses taught in over 60 languages.

Claim Benefit *

DELHIVErY

Get exclusive 20% off on Delhivery shipping solutions

Claim Benefit *

OPERATE REMOTE

30-minute free services to maximise opportunities and overcome their challenges when it comes to remote working through high-impact business mentoring, coaching and consulting.

Claim Benefit *

budli.in™

Budli offers 5% discount to our community members who want to buy or sell a device on their platform.

Claim Benefit *

segment | STARTUP PROGRAM

Segment Startup Program offers exclusive discounts with 35+ products of $1M in value

Claim Benefit *

Visit GoFloaters' Community Partner page to check out all the community partner offers.

* Write to floaterpass@gofloaters.com to claim the benefits.

Other stuff to get #remote working

1. [GitLab's Guide to All-Remote](#)

2. [The 10 Slack Agreements of Buffer](#)

3. [How to disagree when remote working](#)

4. [8 top tips to work well from home](#)

5. [Best practices for virtual meetings](#)

GitLab's - The Remote Manifesto

GitLab is the world's largest all-remote company with over 1,200 team members located in more than 65 countries around the world.

1. Hiring and working from all over the world *instead of* from a central location.

2. Flexible working hours *over* set working hours.

3. Writing down and recording knowledge *over* verbal explanations.

4. Written down processes *over* on-the-job training.

5. Public sharing of information *over* need-to-know access.

6. Opening up every document for editing by anyone *over* top-down control of documents.

7. Asynchronous communication *over* synchronous communication.

8. The results of work *over* the hours put in.

9. Formal communication channels *over* informal communication channels.

Source : https://about.gitlab.com/company/culture/all-remote/guide/

Buffer's - 10 Slack Agreements

Buffer follows these 10 agreements to ensure smooth communication within their teams.

1. You're responsible for managing your downtime.

2. When in doubt, always post a message where everyone can read it

3. Use status and profile to communicate availability

4. Be deliberate about your notifications

5. Communicate proactively

6. Thread when you can

7. Kill/modify Slack when you need to focus

8. Don't keep checking messages in chat system constantly

9. Use @channel only for announcements and @here for general notifications

10. Reply by the end of your day

Source : https://open.buffer.com/slack-agreements/

> Hope you found this stuff useful. What you waiting for? Share it along!!

If you want to rebrand this document as your's and circulate it within your company, sweat not, here is the editable version.