



# How to Thrive in a Remote or Hybrid Work Environment

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**Workplaceless builds the capabilities to perform and grow at every stage of an organization's remote work evolution, in order to build a workforce that thrives in a flexible and digital-first future.**

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What does it mean to **thrive** in remote or hybrid work?

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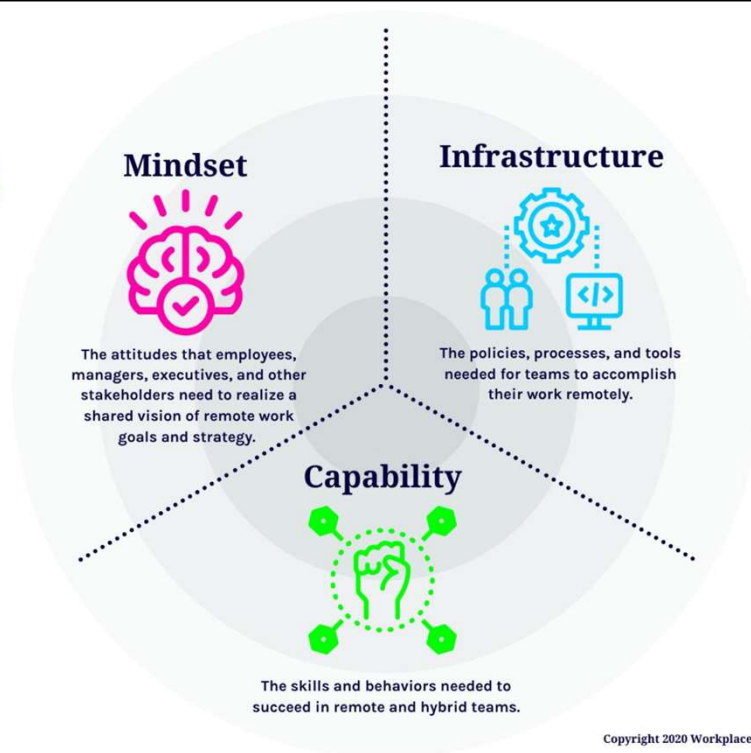
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# REMOTE EFFECTIVENESS FRAMEWORK

3 Pillars of Success in  
Remote Work



WORK  
PLACE  
LESS



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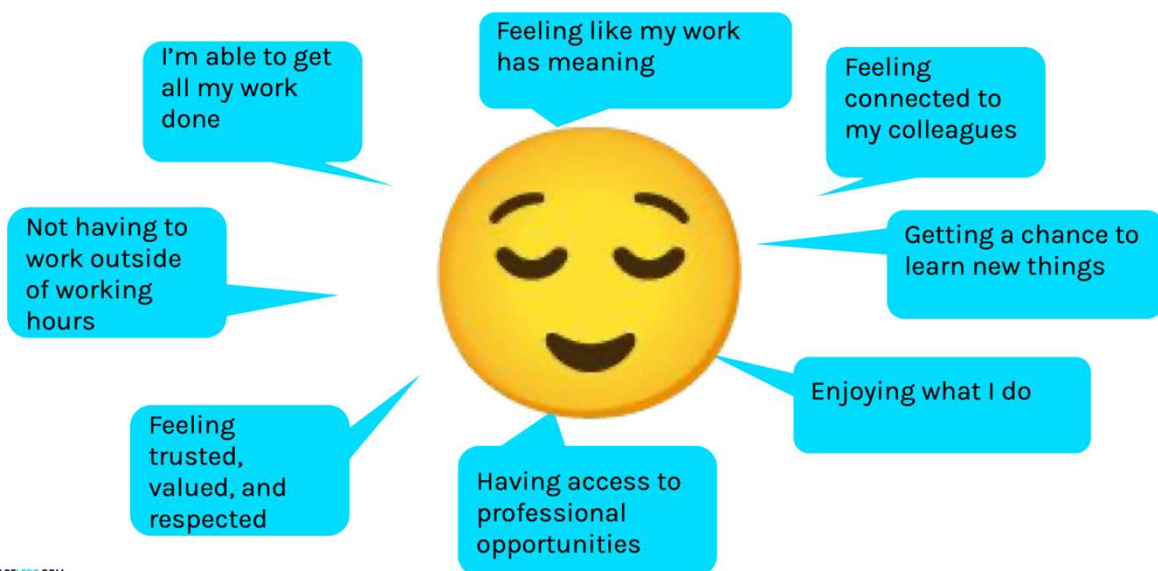
## 5 Principles of a Placeless Mindset

1. Embrace location independence over physical presence
2. Empower autonomous work with flexible schedules
3. Impact productivity with asynchronous communication and collaboration
4. Be open and transparent
5. Trust your colleagues and employees

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## What does **thriving** mean to you?



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## Why should we care?



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## Remote and Hybrid Work Are Here to Stay



7 out of 10 employees  
would take flexibility and  
autonomy over a  
promotion

# 64%

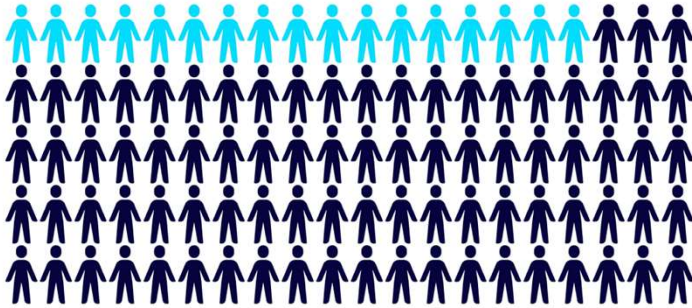
Employees would consider  
quitting if required to come  
back into the office full time

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## Disengagement is Costly



17.2% of employees are actively disengaged

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## What's keeping remote and hybrid employees from thriving?

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## Poll: What are you struggling with? *Choose all that apply!*



- A. Too many video meetings (aka “Zoom fatigue”)
- B. Getting interrupted all the time
- C. Feeling like I have to respond to everything ASAP
- D. Overworking
- E. Wasting time trying to find information
- F. Feeling isolated
- G. Other (share in the chat!)

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## Distractions



Knowledge workers check their communication channels at least once every 6 minutes

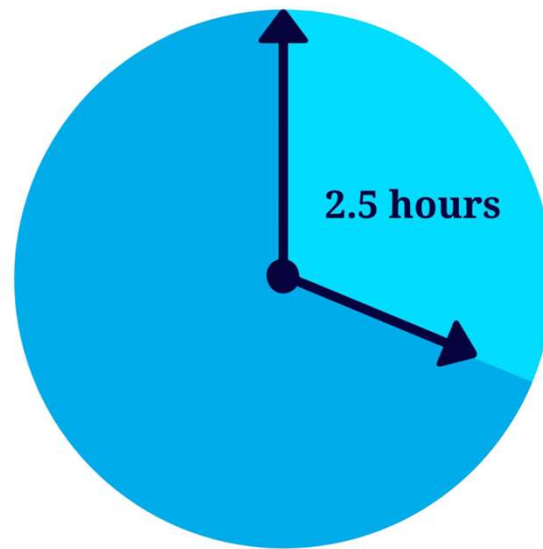
It takes an average of 23 minutes and 15 seconds to recover from an interruption

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## Interruptions Waste Time

Average amount of time  
wasted on interruptions  
every day



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## Burnout

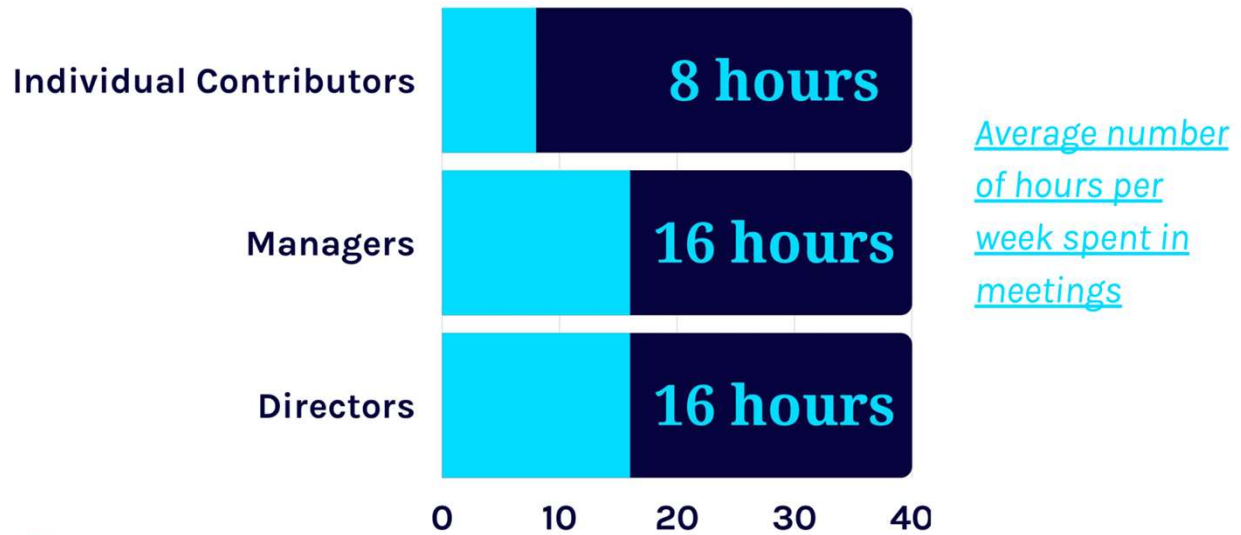


Remote workers are working more now than ever—the average workday has lengthened by 48.5 minutes

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## Too Many Meetings



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## Isolation



Social isolation and feelings of loneliness can be exacerbated in remote work—even more so during a pandemic

Professional isolation can lead to lack of career progression

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Employees are demanding flexibility.

The way to manage this flexibility while mitigating the risks that come with it is by empowering

# autonomy

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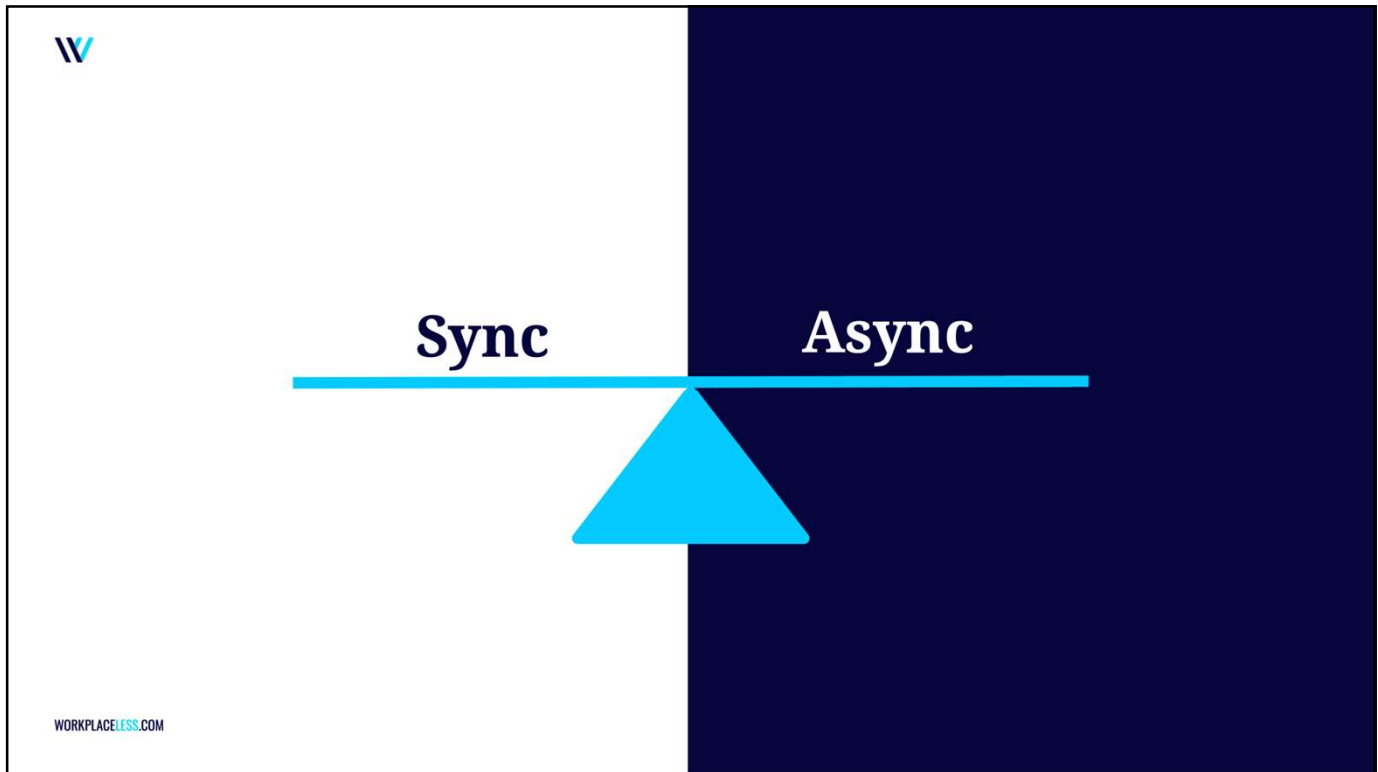


**sync**

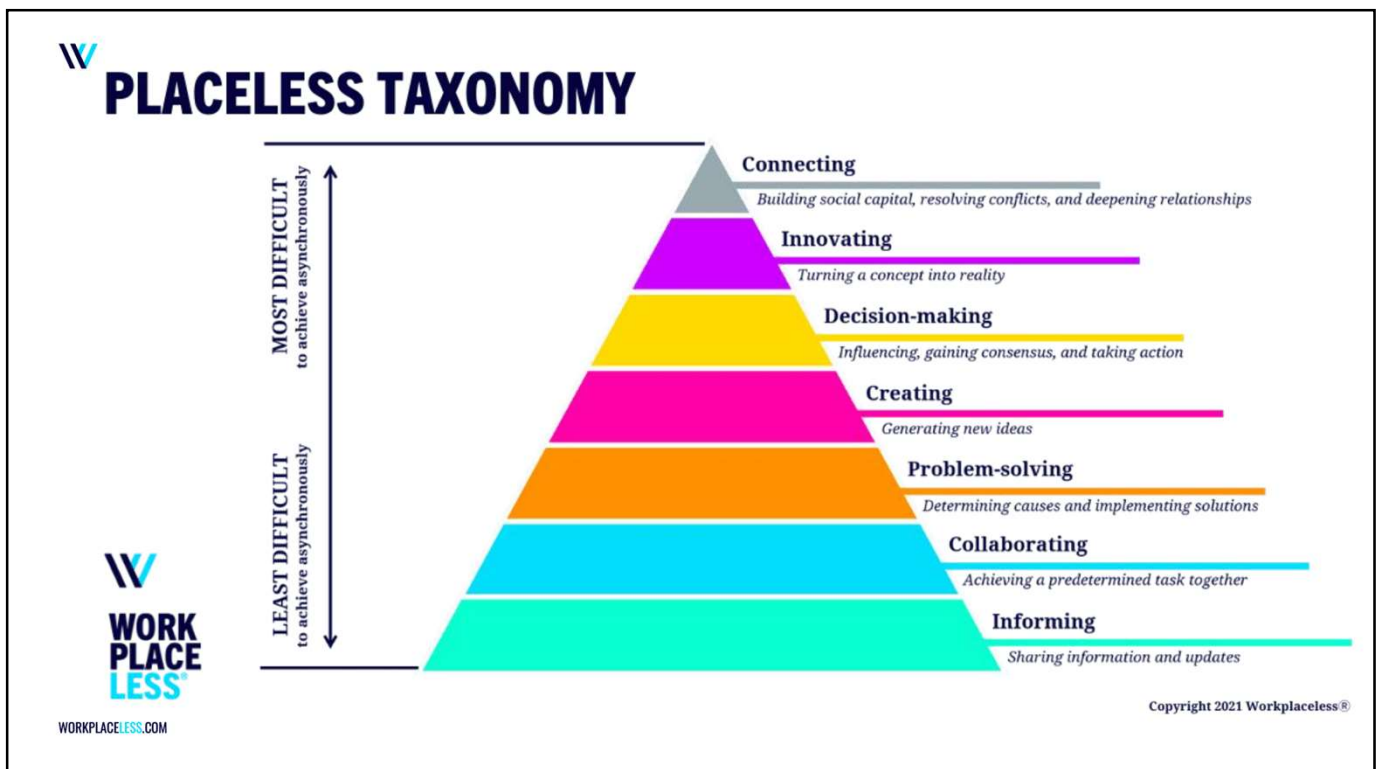
**Async**

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**How can you improve the balance of sync and async...**

**as an individual contributor  
and/or as a manager?**

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**Reduce Time in Synchronous Meetings**



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## Ask yourself:

*Is a meeting the best way to accomplish our goal?*

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Everyone



 Decline meetings that don't require your active participation

 Limit your number of weekly meetings

 Send recorded updates instead of sharing during a meeting

 Hold others accountable by requesting agendas

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## Managers (and meeting owners)



🧠 Identify the desired outcome, THEN determine the series of actions needed to accomplish it



Change a sync meeting to async



Set an agenda, document decisions, takeaways, and action items



Empower others to rethink their meeting mindset and take ownership of their time

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## Document Everything



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## Ask yourself:

*Will anyone need this information in the future?*

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Everyone



 Practice writing skills and ask for feedback

 Clarify documentation expectations

 Write summaries of decisions and resolutions

 Record action items immediately

 Document your own processes and responses to FAQs

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## Managers (and other decision makers)



- ★ Model effective documentation practices
- 🦏 Transcribe live conversations
- 👉 Create a Single Source of Truth (SSoT)
- 👣 Hold team members accountable for following documentation processes
- ✍️ Make expectations explicit and give feedback

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## Stop Interrupting



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## Ask yourself:

*When is this information really needed?*

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Everyone



 Confirm and follow expectations for responsiveness

 Document and update availability and preferences

 Block time for deep work

 Silence notifications and answer messages on a schedule

 Clarify and respect others' availability and expectations

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## Managers (and other decision makers)



Set and follow expectations for responsiveness according to message priority



Create a boundaries agreement and hold people accountable



SSoTs, SOPs, and other documentation prevent interruptions by making information more accessible

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## Reduce Sync Meetings



## Document Everything



## Stop Interrupting

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## How will you spend the time you gain by adopting more async work?

	<input checked="" type="checkbox"/>
A. Take breaks	<input type="checkbox"/>
B. Block time for deep work and focus	<input type="checkbox"/>
C. Connect with colleagues	<input type="checkbox"/>
D. Spend time on professional development	<input type="checkbox"/>
E. Other	<input type="checkbox"/>

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### Reflect:

What is One Tiny Action you can do TODAY to thrive in your remote or hybrid work environment?

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# Accountability and Questions

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## Learn More

### Async vs Sync: Balancing Remote Team Communication

Company Best Practices, Tips & Resources, Working Remotely



### Master async skills.

Not another remote work tool.

Learn to leverage your existing remote team tool stack to achieve more productive and human-centric communication.



Reduce time spent in synchronous meetings.



Reduce unproductive interruptions.



Increase quality "deep work" time.



Reduce reliance on other's to access information.

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