

GUIDE TO REMOTE WORK



PERFECT 

HOW TO SUCCESSFULLY WORK REMOTELY

Telecommunications is here and it's important to know how to set your team and yourself up for success. Check out our tips on how to set up your workspace, optimize your communications, and more with our resources!

WHAT'S COVERED

How to set up a workspace
Setting your team up for success
Staying connected with your team

WHO SHOULD READ THIS

Digital marketing leaders
Department heads
People working from home



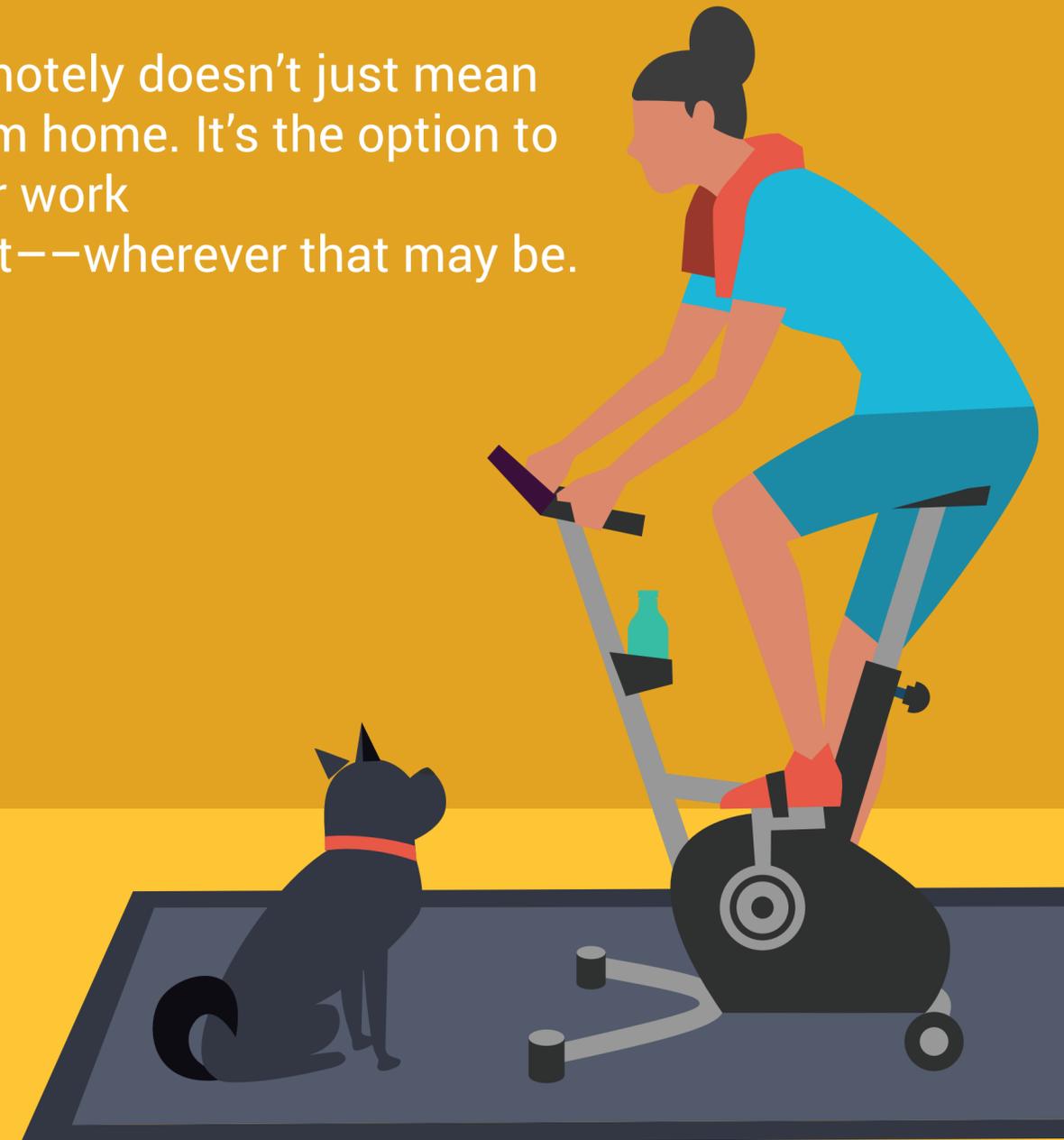
WHY WORK REMOTELY?

Nowadays, the option to work remotely is becoming imperative. In offering remote flexibility, your team is able to make more decisions concerning their workflow and have more opportunities to create a balance in their professional and personal lives.

SOME BENEFITS OF REMOTE WORK INCLUDE:

- Saving money and time
- Having more time to optimize your lifestyle (cooking, going to the gym, self-care)
- Increased productivity

Working remotely doesn't just mean working from home. It's the option to choose your work environment—wherever that may be.

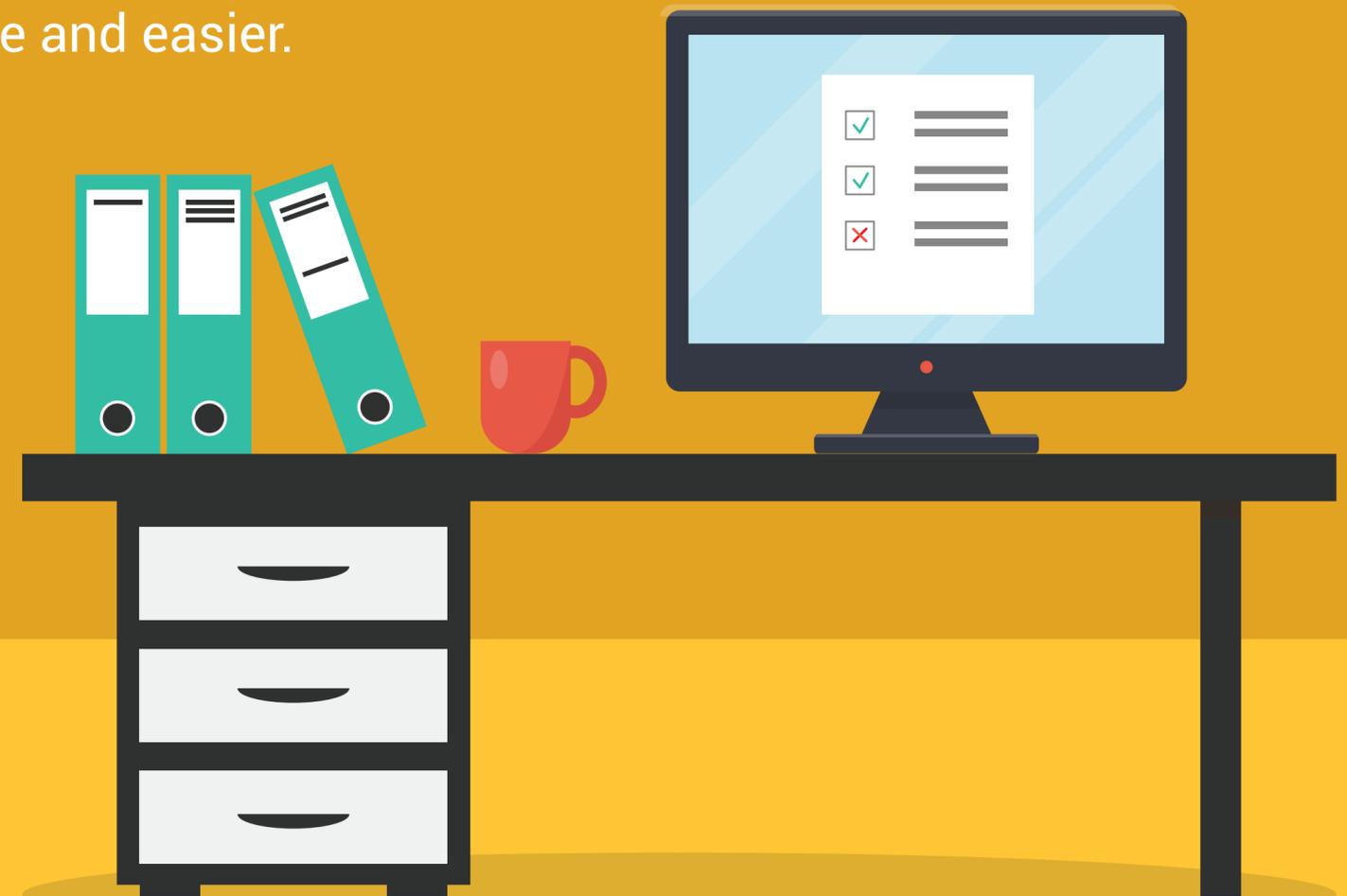


SETTING YOURSELF (AND YOUR TEAM) UP FOR SUCCESS

A good way to make working remotely work is to make sure you have a dedicated workspace that is as outfitted as your office station. This means you have access to all the same work tools that make your job possible and easier.

COMMON WORKSPACE ITEMS INCLUDE:

Desk	Lamps
Laptop	Monitor
Chair	

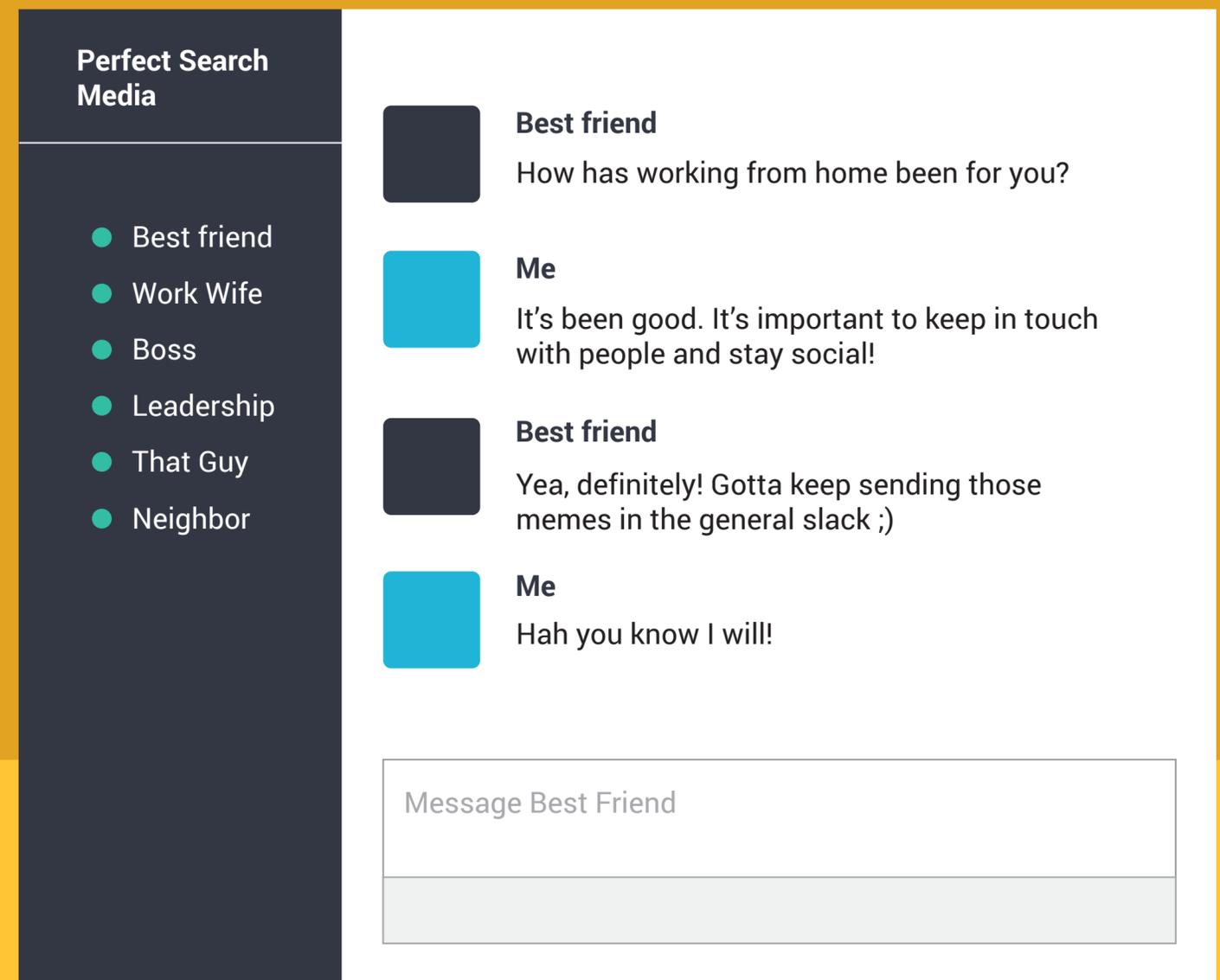


If you're managing a team, **consider giving them a budget** to help your team create this space in their desired remote work location with the tools that are most important to them.

ACCOUNTABILITY & COMMUNICATION

You may not be sitting next to your teammates but that doesn't mean you aren't still having robust communications with them. The same goes for clients, too!

Be sure you and your team are sharing information and communicating just like you might in the office. This might mean not just communicating more but more often, too.



ACCOUNTABILITY & COMMUNICATION

IMPLEMENT THESE TOOLS TO KEEP COMMUNICATION OPEN (AND FUN!)

Camera-on meetings -- Whether you're on a call with your teammates or clients, having camera-on meetings helps humanize the persons on the other end of the call. If you haven't seen someone in a while, it's a welcome change of pace to check-in and having something akin to a face-to-face conversation.

Virtual happy hours -- Every Thursday we wind down, reflect on the week we've had, and cheers to our hard work and efforts.

Non-work related Slack channels -- In addition to our professional channels, we have a recipe, meme, book, and kickball channel. If you and a few other people have something in common and you like to chat about it, make a Slack channel!



THANK YOU

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