

1

## DECIDE

Decide whether you should work remotely, identify your goal and what the outcome will look like.

2

## DESIGN

Pick the right tools and the right people.

3

## ORGANISE

Communicate clearly, time your steps well and plan your follow-up.

### 1. DECIDE

**Should we work remotely on this?**

Not all goals are remote-friendly.  
Simple decisions, regular and/or straightforward conversations and decisions: **go ahead**.  
Complexity, deep feelings, potential tensions: **avoid**.

**What's our goal?**

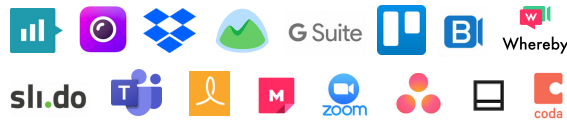
- Discuss
- Ideate/brainstorm
- Organise
- Edit/review
- Poll/decide

**What will we have concretely at the end?**

If you can't picture a clear outcome, your online work won't be clear or efficient.

## 2. DESIGN

### Pick the right tools



Discuss

Whereby / Zoom / BlueJeans / Threads / Loomio

Ideate/brainstorm

G Suite / Dropbox Paper / Coda / Mural / Witeboard

Organise

G Suite / Mural / Asana / Trello / Basecamp

Edit/review

G Suite / Dropbox Paper / Microsoft Teams

Poll/decide

G Suite / Slido / Mentimeter / Loomio

Try to stick to the same tools over time to build habits.

Tools in black offer a good free version.

### Pick the right people

Gather the right people for the decision, but avoid overload. Others can receive the summary.

The sweet spot: usually 3–8 people.

## 3. ORGANISE

### Communicate clearly

1. What is it for (outcome)?
2. What is it?
3. When?
4. Where (url)?
5. Who?

No more information in your invitation emails.

Use our template e-mails (see links)!

### Time it right

Time the request well: Monday–Thursday; well before close of business; mind time zones.

Time the deadline well: 2–10 days is best. Give less than 2 days only if genuinely urgent. Give more than 10 days only if it requires substantial effort.

Time a short duration: 30'–50' is ideal. 90' is the maximum.

### Plan the follow up

Use Who/What/(By) When.

Share a summary (important points), not a novel (verbatim report).

## BE KIND TO YOURSELF

Schedule breaks in your remote day of work, occasions to stretch and breathe. A day of remote work may not be as productive for you as it may be in the office, but it gives you the opportunity to focus on outputs and outcomes as a measure of your effectiveness.

## READY TO GO FURTHER?

Use our free templates for your remote work emails:

<http://goremote.kumquat.eu>

A collection of excellent articles and tips to go remote in times of COVID-19 (collaborative):

<https://coronavirustechhandbook.com/remote>

How to be present to colleagues when working remotely (by Bright Green Learning):

<http://bit.ly/goremote-link1>

Tips for facilitators whose meetings are grounded (by Bright Green Learning):

<http://bit.ly/goremote-link2>

How to facilitating online group work (by Bright Green Learning):

<http://bit.ly/goremote-link3>

Putting on a fully remote conference (by the Tax Justice Network):

<http://bit.ly/goremote-link4>

Thanks to our colleagues Björn (ILGA-Europe), Gillian (Bright Green Learning) and Johanna (Open Society Foundations) for these links.

## NEED HELP RUNNING YOUR ONLINE MEETINGS?

We'd be delighted to help you design, run and evaluate your online meetings – or train you to do this like a pro!

- Book a free consultation at <http://inquire.kumquat.eu>
- Write us at [hello@kumquat.eu](mailto:hello@kumquat.eu)