REMOTE & DISTRIBUTED WORKING

how-to flashcards

agilexl.com/flashcards

MINDSET

if one person is remote, ...

we are all remote

MINDSET

be trustworthy to your team

dependent, transparent, reliable, honest, empathetic, consistent, ...

know your team mates well

- understand who does what

- use video with body language

- be aware of cultural differences

TEAM AFFINITY

work with a clear purpose

set and communicate shared vision and goals

drive team values actively

do team building activities, experiment & retrospect, create fun team rituals

connect with all team members regularly

daily syncs, demos, online brainstorming, tech talks, virtual social events

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use a virtual team environment

collaboration spaces (e.g. Slack),

shared backlogs (e.g. Teams, Jira),

shared wikis & files (e.g. Confluence),

virtual social events

COMMUNICATION

use one language well

communicate & share in one language

pay attention to time zones

use overlapping hours
for key events,

be aware when to ask something
and what you need the next day

agree on communication norms
- urgent response: use …
- non-urgent Qs: use …
- asking action to complete: use …
- providing information only: use …

COMMUNICATION

sweat the small stuff

don't forget to also communicate the informal and small information

COMMUNICATION

do reply, always

but keep it reasonable – don't interrupt yourself instantaneously with each notification

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