

# How to Transition From an Office to Working From Home

**Before the COVID-19 crisis, only 16% of companies had a fully remote workforce.**



**“A company can only be good at three things. If you choose to have a remote workforce, that leaves you with two other things.”**

**Our world has changed. At the center of it, is how we work.**

# Who is doing it well?



**Basecamp**



*lookback*



  
**zapier**

 **buffer**

happy  market  
research

  
SurveyMonkey®

# Setup Your Physical Space



You need to have a space.

You can't just work wherever.

Rian van der Merwe  
Head of Product, Wildbit

**The sign on the door that says, "Dad is on a call" isn't always as effective as I want it to be, but, for the most part, it works okay.**





Cait Wilson, Ph.D  
YouGov

I created a checkout  
system for our living  
room so my husband  
and I could coordinate  
work Zoom calls.

**Determine what work is  
synchronous & asynchronous.**

**Then pick the right tools for the  
right type of work.**

**Tools, like Slack, will  
not create better  
communication.**

**In fact, Wildbit has chosen not to use Slack.**

**When rolling out a new tool...**

**“What problem is this going to solve?”**

**“How will it solve this problem?”**

**“How will I know if it has solved the problem?”**

**Corporations have to  
do more than just  
have people plug in at  
home.**

# What is Your Plan Around...

Employee Moral  
Customer Access  
Work Enablement  
Organizational Clarity  
Innovation Enablement



Job Function Changes:  
Facilities Manager =  
**Team Happiness & Ops**



# Who is responsible to answer...

Are employees happy

Are the sales flows working

Do employees have what they need

How are we collaborating



**Create opportunities  
to “Bump” into  
coworkers**




In a remote organization, you need to be transparent by default.

Why?

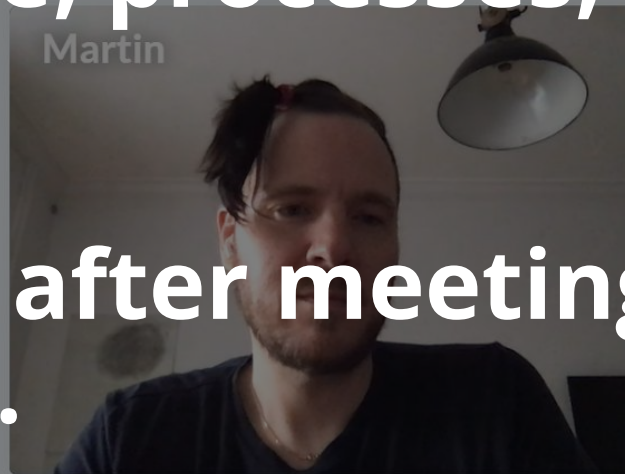
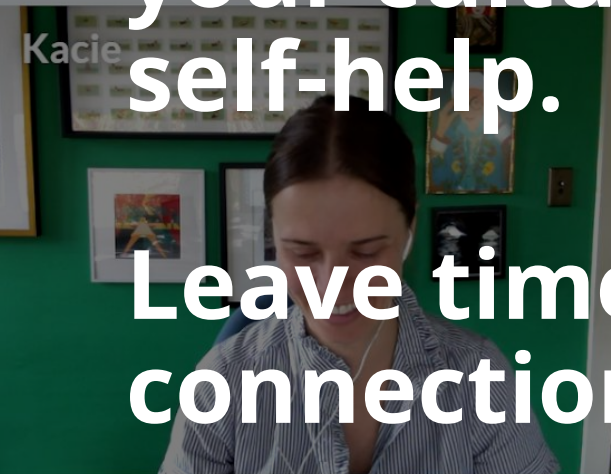
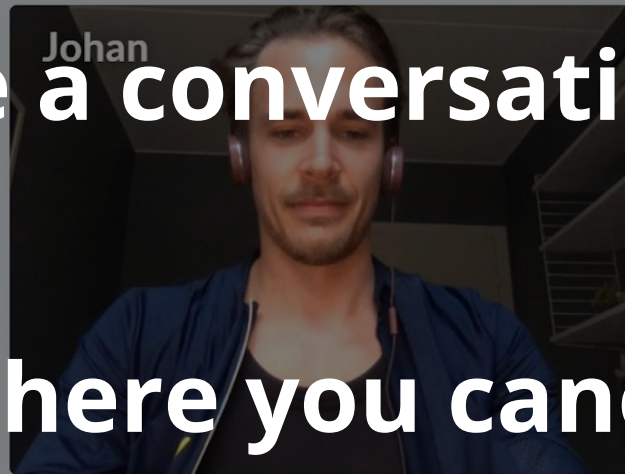
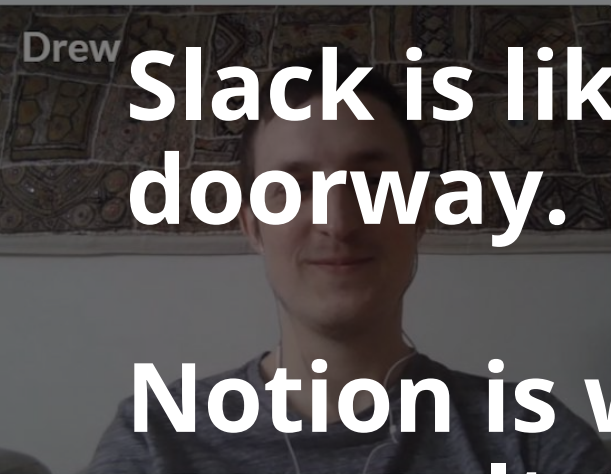
Because people can't bump into you, but they can bump into information.

Henrik Mattsson  
CEO, Lookback



We're very transparent about everything from the number of reads coming in, the number of proposals being written, the health of the business.

-Steve Mast, Delvinia



**Slack is like a conversation in a doorway.**

**Notion is where you canonize your culture, processes, and self-help.**

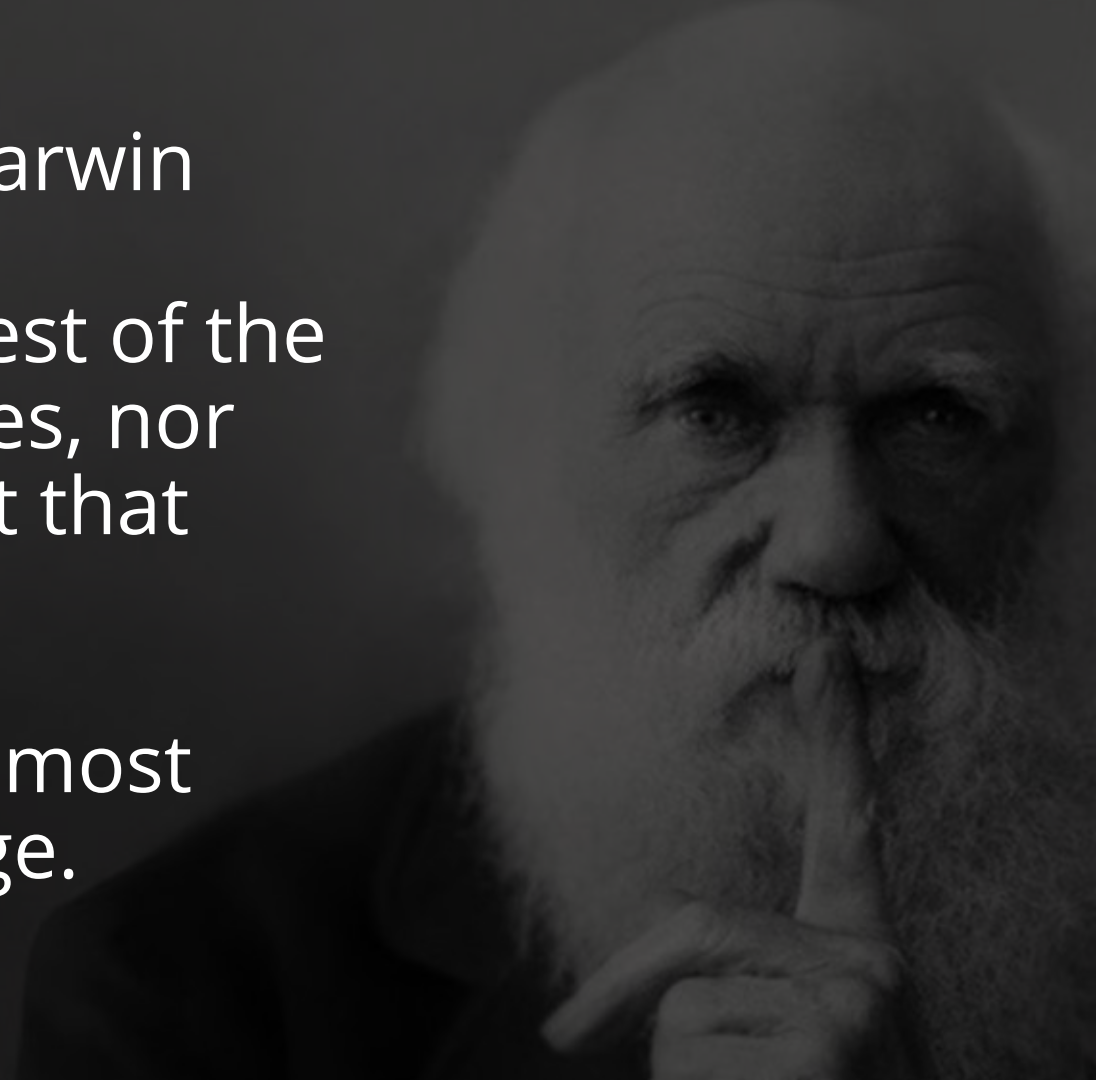
**Leave time after meetings for connection.**

**Successfully working remote  
doesn't happen by accident.  
Only through consistent effort  
and consideration can both  
companies and employees make  
this giant leap.**

Scientist Charles Darwin

It is not the strongest of the species that survives, nor the most intelligent that survives.

It is the one that is most adaptable to change.



**We'd ❤️ you to listen!**



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