

Flexiana

Checklists

From the book: Remote: Office Not Required

Book by Jason Fried and David H. Hansson

Never forget that remote working is not outsourcing!

Secure the data

- Enable hard drive encryption.
- Require a password from waking from sleep.
- Turn on encryption for all sites with sensitive information.
- All mobile devices use lock codes and can be wiped remotely.
- For each site, use a generated secure password.
- Turn on two-factor authentication.

Culture

- How we talk to our customers.
- What quality is acceptable.
- How we talk to each other.
- Workload: too little, normal, or too much.
- Risk-taking: bet-the-company or slow growth.

Hiring candidates

- Give them test projects.
- Check their experience.
- Meet them in person.
 - Are they polite?
 - Do they show up on time?
 - Are they decent?
 - Do they treat people well?
 - What does the rest of the team think?
- Act as a contractor for some time.
- The time difference is better not to be more than 4 hours.
- Evaluate the salary of everyone the same.

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Working with clients

- Tell them you're remote.
- Send them references before they ask.
- Show them the work done.
- Be available.
- Get the client involved.

Managing the remote workers

- Decide if working in an office can make the team more productive.
- Make remote working a part of the culture as early as possible.
 - Start with working from home once a week.
- Lead the teams, not the chairs.
- Have meetups.
- Provide open sources to learn
- Make some top-level employees work remotely.
- Schedule one-on-ones.
- 40 hours a week usually is efficient.
- Make a virtual water cooler.

Remote Lifestyle

- Make a routine to work at home.
- Dress up for work.
- Divide the day in chunks.
- The work computer can be different from a gaming computer.
- Try to work outside as well, in a cafe, or park.
- Travel around the world with a good laptop and internet connection.
- Don't forget your family.
- Be careful with your health and fitness.
- Prepare good equipment for working, including desk and chair if you're not a nomad.

System Thinking

- What is the change you want to see over what period?

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About Flexiana

We help companies improve and build digital services - **We are The Service Builders.** We provide quality and professional full-cycle applications, web applications, mobile applications, and custom software. We specialize in solving real problems and using opportunities to increase customer satisfaction and gain new customer groups, from idea to long-term cooperation. Drive and dedication have ensured Flexiana has delivered true value to business since 2016. Our values are Craftsmanship, Transparency, Autonomy, Diversity, Remote Work, and Agility.

To deliver consistently, we have lots of things, for example, checklists like these ones. To deliver the best practices, we read, we process information, we discuss and share and teach. And to improve continuously, learning, teaching, processing, and building knowledge is an integral part of our operations.