

10 SOFTHOUSE tips on remote working

Video meetings

-  **Dress properly**
-  **Be on time**
-  **Use good tech**
-  **Don't forget to unmute**
-  **Have focus**
-  **Remove background noise**
-  **Apoint a leader**

You can easily get disturbed by home tasks such as dishwashing, cleaning or washing. Try to separate work tasks from home chores.

You will experience to be more lonely and socially frustrated, but you mig get more focus.

Communication is harder in a video meeting, it's easier to get misunderstood.

Make sure to differentiate the time between spare time and working hours

Some conference call irony

https://youtu.be/DYu_bGbZiiQ

Common mistakes

- 1**
EVERYTHING IS A PRESENTATION
Use word for documents, excel for calculation, notes for notes and powerpoint for presentation
- 2**
NO SECURITY
It is easy to share too much or wrong information.
- 3**
NO PLAN FOR DOCUMENTS
There is no good plan for communicating or finding documents
- 4**
UNSTRUCTURED INFORMATION
Hard to find right piece of information

Free tools



Video conference tool

Trello

slack

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