

Remote #protips

A few tips/apps/tools we use all the time.

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This is the best starter kit I've seen on the web. ([RemoteStarterKit](#))

- ❑ **Have a toolset.** I am one of those people that uses the same apps everywhere, on every device bc I often end up working on a story when I least expect it. If you have the power, have your office pick apps that let you be as mobile as possible.

- ❑ **Slack**, of course. ([A good guide to Slack etiquette](#))

Protip: Use the Slack channels in order to separate conversations, it is great for keeping everything in order and not losing sight of the task at hand.

- ❑ **Toby**. For managing multiple bookmarks ([Toby](#))

- ❑ **Pomotodo**. It's [a to-do app](#) based off the Pomodoro method (25 minute blocks). I use it mostly when I'm working on big projects, not daily reporting.

- ❑ **Get your office in order.** You have to have a workspace that is just for work. I have an office with a door. You might have a closet with a curtain, or a co-working space. Whatever it is, you need to somewhere you can walk away from at the end of the day.

KELLY: Some days, I work from a little corner office at my husband's place of work, other days I work solely from my camper. Yes, I live in a camper, in a campground in Colorado. It's SO hard to walk away when I have a space that small, which is why the mental game is also important.

- ❑ **A standing desk.** ([Mine is a similar IKEA hack](#)) Or whatever desk you prefer. Just please, have a desk you work at and only work at.

- ❑ **A mat for your standing desk.** I really like this one from [Imprint](#). It's expensive, but I wrote it off.

- ❑ **A balance ball/desk chair.** [As ridiculous as this looks](#), it helps with your posture and stretching while sitting for hours on end.

- ❑ **A fitness tracker reminding you to move!** My fitbit reminds me every hour to get my ass up so I don't sit in front of the screen for too long.

- ❑ **KELLY:** If you are like me, and don't have the ability to have a real functioning office, close your computer. Even if you use the same

computer to unwind and binge-watch your screen of choice, close your computer and reset once your shift is over.

- ❑ **Be mindful of people's time.** Remember folks might not be working when you are. If you're lonely, don't wake up the person on the opposite coast, go to a coffee shop.
 - ❑ **Time.is.** There's [lots of sites](#) out there, and I also use the Mac clock in my sidebar, but I often need to know what time it is where my colleagues are.
- ❑ **Collaborate smartly.** Whether it's editing on Google Docs or somewhere else, it helps to collaborate. Find ways around the "but you're not here" answer.
 - ❑ **Screenshot apps.** I use [Screenie](#) to manage my screenshots and [Skitch](#) to mark them up. When you're doing design work or something you need to show stuff, not just talk it out.
 - ❑ **Conference calls.** While lots of people love Google Hangouts, I love [Zoom](#). Whatever you use, it should let lots of people join easily, and allow for screensharing.
 - ❑ **Speaking of Google Hangouts,** we have a rolling hangout within Storyful. Because we have so many bureaus across the land, it is so nice to get some facetime with your coworkers you e-mingle with daily. It's also nice to get past the text wall and just ask a simple question of someone miles away.
- ❑ **DISCONNECT:** I mentioned earlier the importance to just shut your computer – but sometimes YOU also have to shut down – or when you just need to step back and step away.
 - ❑ **Again, collaborate smartly.** If you work remotely during a breaking news situation, "read the room" and know when it's appropriate to jump into the fray. You need to know when it's a good time to step in or when it is already a too-many-cooks situation.
 - ❑ **On your days off,** try to unplug! We are so connected all the time, it's nice to just go somewhere with zero cell service and recharge.
 - ❑ **Talk to someone.** OK so you don't get to commiserate over the workwoes at the weekly happy hour and you're feeling burn out/vicarious trauma from the everyday. It's way easier talking to someone that can relate and help.
 - ❑ **Spotify:** Yes, I know I said to unplug but Spotify has an excellent option to go-offline, so you can still listen to tunes even when you are out in the middle of nowhere or just in airplane mode.
 - ❑ **Get a hobby?** I have taken up woodworking. Well, I haven't REALLY taken it up, but I have all the tools to be a woodworker? That counts right?

-- I have alerts on Slack turned off for the most part. I have done the same for social media when I want to be in a blackout or go on vacation or whatever. Just turn off the damn phone or leave it home and go outside.