Getting Started in the Remote Space

by Jennifer Britton, Potentials Realized – RemotePathways.com

We all have a day one in our work as a remote professional, whether we are a solopreneur or attached to a larger team. This checklist points to some of the considerations for getting started. Like a square root, these are the foundations.

The Role and Goals

- ☐ Clarity of role – What am I doing?
- ☐ Key goals – What do I need to do?
- ☐ Clarity of process – How do I do it?
- ☐ What will success look like?
- ☐ Support – Who do I go to? (Boss, Mentor, Peers, _____)
- ☐ Understanding of past successes, approaches
- ☐ Modelling of exceptional remote work
- ☐ Understanding Priorities of the Matrix Teams you are part of
- ☐ Where to go – for support, resources, etc.
- ☐ Expectations

Establishing Key Relationships:

- ☐ Who do you report to?
- ☐ Peers
- ☐ Mentors
- ☐ External Stakeholders
- ☐ Industry colleagues
- ☐ Internal Stakeholders

Other

- ☐
- ☐
- ☐

Setting up your office

- ☐ Security
- ☐ Comfort
- ☐ Files
- ☐ Communication – Internet
- ☐ Office systems
- ☐ Reporting requirements

Systems

- ☐ Communication
- ☐ Financial
- ☐ Team
- ☐ Project

Listen into the Remote Pathways podcast as we explore the adventures of the Digital Dozen. From the pathway of the solopreneur, to the experience of a new corporate remote team member, setting ourselves up for success is key. What do you need to get going?