



OLATHE  
CHAMBER OF COMMERCE  
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## Tips for Working Remotely

There's no one-size-fits-all formula for working remotely. Each person has different times at which they work, different styles and different locations.

Even though working remotely isn't a new trend, many people are still figuring out how to work remotely through trial and error, and many have been forced into this situation with very little warning. Ideally, companies set up protocol for something like this, but in these times, we are forced to improvise on the fly.

The balance of doing their best to stay happy and productive is the key. The challenges exist both for those who are remote veterans and people who are just getting started.

Some keys to success working remotely start with something as easy as setting office hours, setting up an office space, avoiding distractions and most importantly, structuring your day.

Here are a few links to some great online resources about making the transition to working remotely.

<https://getvoip.com/blog/2016/11/21/free-web-conferencing/>

<https://usefyi.com/remote-work-best-practices/>

<https://www.entrepreneur.com/article/242115>

In addition to finding your working rhythm at home you'll need to find the best conferencing app that works for you and your co-workers. Here are a few of the best web conferencing apps that are available, and most are free.

[GoToMeeting](#)

[Cisco WebEx](#)

[TeamViewer](#)

[Skype](#)

[Join.Me](#)

[Zoom](#)

[OpenMeetings](#)

[Google Hangouts](#)

[Microsoft Teams](#)