

NO TOUCHING!

**A GUIDE FOR WORKING REMOTELY
(WHILE THE WORLD BURNS [COVID19])**



[FIREFLYTEAMEVENTS.COM](https://www.fireflyteamevents.com)

hi!

Overnight, the number of remote workers and teams has skyrocketed. If you are now faced with managing a remote team you'll need to re-imagine your playbook. Our team has worked remote for years so we have guidelines to help you jump-start your No Pants Party (nobody wears pants on video calls). The Covid19 pandemic has introduced some new challenges and we have some ideas on how to overcome those too.

Consider first how to manage the team and then you should start focusing on morale. Morale will be effected not only by world events but also the isolation that new remote workers can feel. Not everyone is used to working by themselves from a home office. There are probably extroverts creating new grooves in their carpets all over the country.

We hope that our experience and ideas helps this transition for your team be a little less scary. Welcome to the No Pants Party!

- Firefly Team Events

BONUS TIP TURN OFF THE NEWS!



We've placed a moratorium on sharing negative news articles on our company Slack channels. This doesn't mean we're not staying informed. Constant bombardment with the same images and quotes is extremely damaging to mental health. The CDC even recommends limiting your exposure to coronavirus news, or taking a break from it when it becomes overwhelming.



MANAGER TIPS FOR REMOTE TEAMS

Use these guidelines for managing your remote team like a bad ass. It will take some shifts in your thinking before you find your groove. Creating this structure is the first step in establishing your team's remote CULTURE. Culture is just as important with remote teams.

1. Establish Standards Of Communication. How will the team communicate? What response time is acceptable (very important)? What communication platforms?
2. Establish Working Hours for all team members. This helps create a routine, expectation, and predictability.
3. Accept That Remote Work Is Not Office Work. Be flexible with setting timelines and deadlines. Accept that you won't be getting the same type of efficiency you might in the office.
4. Focus On Results Not Time Spent. If the results are good don't get caught focusing on "butts in seats". When your team is working from home it is unrealistic to assume they are available every minute of the day.
5. Buy a Headset: As a manager you will be on the phone with various team members A LOT!
6. Huddles: Use them. (see next page)

Use Daily Video Huddles

Our team joins a daily video huddle near the start of the day to update each other on current projects and ask for help. Making it a video call rather than a conference call enables us to feel more engaged - we can tell when someone gets distracted by an email! As a general guideline we try to keep huddles to about 15 minutes. When working remotely it's HUGELY important to respect your team's time. A long huddle that meanders can feel like a waste of time by team members. Keep it focused. Set clear standards for any speaking. Here's what we do:

- Monday huddles are a preview of the week to come and refocus the team after the weekend. We do a quick check-in on our various events in play for that week.
- Mid-week huddles are a quick 15 minute check-in and no "solving" is allowed. We focus on what are you working on and do you need time with anyone else on the team?
- Friday huddles are a feel more free form with some socialization. When working 100% remotely, you lose the opportunity to have impromptu water cooler conversations, so an extra 20 minutes on huddle to chat is not time wasted.

Adjust these insights to fit your team personality and team size. I've seen huddles with 30+ people get done in 15 minutes. Be clear with how people should "show-up" or interact on the call. Our team uses Google Meet for our huddles.

Clear Intentional Communication

Provide regular, confident communication to your team.

Working remotely combined with the uncertainty caused by the current pandemic can lead to feelings of helplessness.

Lack of direction causes people to feel hopeless, scared, and lost. As a leader provide regular updates, modeling the tone and mindset You want staff to exhibit.

AirAsia released a fabulous video demonstrating their readiness to fight I think we can all admire:

<https://www.trbusiness.com/regional-news/asia-pacific/airasia-sends-morale-boost-from-staff-and-management-in-covid-19-battle/183622>



TIPS FOR YOUR TEAM

If you don't know where to start if you've been required to work at home, these tips can help.

1. **DO NOT WORK FROM BED:** You think you can do it, you can't. It's never as efficient as you think it is. Carve out a space that is your "Get Sh*t Done" space. It can be a home office or corner of the living room. Just make it office-like.

2. **Get Dressed for the Day:** working from home successfully requires focus and routine. Get ready the same way you would if you had to report to an office. You don't need to wear a tie but don't plop down in your underwear and start typing emails.

3. **Get a To Do List App:** Our team relies on ToDoist to keep on task and make sure things are getting done. Even if your team has one you can also consider getting your own.

4. **Don't Forget To Take Breaks:** Walking to the kitchen for water is not a break. Set aside time to not work.

5. **Don't Be A Loner:** Without the water cooler at work we don't get those causal social collisions. You're gonna have to reach out to your coworkers to stay in touch.

**BOOSTING MORALE,
CREATING CULTURE,
AND SENDING CAT
PHOTOS.**

**STEAL
THESE
IDEAS**



Volunteer From Home

Non-profits are taking a big hit from the sudden decline of volunteers. Luckily many organizations offer remote volunteer opportunities. Challenge your team to a volunteering competition. Doing something positive for others is a great way to distract oneself from negativity and feel more in control. What skills does your team have that they could offer to a non-profit? Marketing? SEO? Design? Talk to your preferred local non-profit about possibilities or check out volunteermatch's blog post on the subject:

<https://blogs.volunteermatch.org/engagingvolunteers/2018/06/08/10-ways-to-volunteer-from-home/>

Host a Virtual Performance

The entertainment and events industries have ground to a halt. This has put high energy, outgoing people out of work. Consider hiring a musician, magician, or comedian to play a lunchtime concert. They can perform via video conference and create an amazing intimate performance for your team.



Random Acts of Happy

We could all use a pick me up now and then. Create a culture of performing Random Acts of Happy. This can look like sharing adorable pictures of kids and pets, sudden Gif dance battles on Slack, or anonymously sending someone an Amazon gift card to buy some extra toilet paper.



We use Slack as our primary communication tool. We have a channel in Slack titled “Virtual Dance Party”. Our team uses Giphy in the VDP channel to celebrate, blow off steam, and just get giggles. It gets used A LOT!!!

Consider creating a Random Acts budget where team members get \$20 each to spend on someone else on the team. They can use to send gift cards, a Justin Bieber poster from Amazon, or whatever they think would make a coworker smile.

Host A Hobby Exchange

With the cancellation of most sporting and entertainment events, staff are likely finding themselves with extra free time on their hands. Being cooped up in the house all the time can make anyone go stir crazy. Pair staff members up and instruct them to teach each other their hobbies. Make it a week or month long experiment, then invite people to share about their experiences. Imagine staff members proudly displaying their new attempts at knitting, painting, or cooking. People who have productive social lives are more likely to lead productive work lives. By introducing your team to new hobbies it discourages them from becoming sedentary and depressed.

Organize A Binge Club

Many of Firefly's staff are members of professional book clubs that meet regularly to discuss business or self help books. Loosen your tie and change it up with a community watch of a popular movie or series available on a streaming service. You can even use an online service like Kosmi.io to host an online watch party so your team can watch together and live chat during the show.

MANIC PANIC

A REMOTE ESCAPE ROOM

A groundbreaking escape room experience for remote teams. Each person plays from their own computer, interacting with the rest of their team and our unique storyline.



Meet Micah.

Your team must help Micah survive for 1 hour. If your team can't help Micah... the world may not survive.

THIS IS NOT A VIDEOGAME

How It Works

Each member of your team will connect to Micah via group video conference. While connected your team must use the materials and tools you've been provided to help Micah survive. To survive she must escape the room she is in.

Solve puzzles, find hidden information, unravel myths, hack emails, keep Micah calm, and figure out why somebody would create a secret message using cats to perform morsecode.

This experience can only be found through FireFly Team Events. If you'd like to join the waiting list to test your team against the multiverse, reach out to michael@fireflyteamevents.com or 877.267.1939

WHEN THE WORLD STOPS BURNING CONSIDER HIRING US?

It's not easy finding and coordinating fresh and new team building outings for your team. We can Help.

Our client partners like Redbull, Google, Twitter, and Nike trust our 20 years of experience to craft a memorable and meaningful team experience. They have great managers that understand the value of hiring our expertise to free them up to focus on their jobs while we deliver results.

Bike Builds, Graffiti Challenges, Battle Bots, Skateboard Build, Beach Games, Scavenger hunts and more.

