



# Working Remotely + Collaboratively

Kate Pojeta, CMP

Director, Meetings + Technology

March 30, 2020

A photograph of a yellow door set in a dark wood wall. The door has a classic six-panel design and is framed by a yellow border. To the right of the door, a small lantern with a glowing light is mounted on the wall. The scene is captured in a slightly dim, atmospheric light. A semi-transparent black horizontal band is overlaid across the middle of the image, containing the word "welcome" in white lowercase letters.

welcome





# introductions





EVENT  
GARDE



Kate Pojeta, CMP

she or they

Director, Meetings + Technology

[kate@eventgarde.com](mailto:kate@eventgarde.com)



**Lindsay Gross**

[lindsay@eventgarde.com](mailto:lindsay@eventgarde.com)



**Krista Rowe**

[krista@eventgarde.com](mailto:krista@eventgarde.com)



# Introductions

---

In the chat box, share the following:

- Your name
- Your state/province of residence
- How long you've been working remotely
- Your new favorite work-from-home snack

Reminder! Check the chat box “To:” section and toggle it so that it sends your chat to “all attendees + panelists”.





housekeeping



# Housekeeping

---

- We are recording today's webinar
- Don't worry, we can't SEE or HEAR you!
- Please actively engage with the chat function
- Use the Q&A feature to privately ask the presenter(s) questions
- Participate in the pop-up polls
- We'll be sharing our recording, presentation + resources with you after
- You're welcome to take screenshots
- Disclaimer!



# Laughter is the Best Medicine

---

Working from home now... so let's pretend our significant other / housemate / children / pets are our co-workers.

Tell us something they're doing now or did last week that doesn't seem at all appropriate for work.

Share in the chat box!



A stack of books is shown in a shallow depth of field, with a pen resting on the top book. The background is blurred, showing a desk and a lamp. The word "agenda" is overlaid in a large, white, sans-serif font.

# agenda



# Agenda

---

- Pre-work Acknowledgement
- Laughter is the best medicine
- Time + Space
- Work Tools
- Technologies
- Next Steps
- Q&A

# Pre-work Acknowledgement

---



time + space



# Time + Space

---

- Establish family time + routines
- Set designated work times
- Carve out co-worker time [business + social]
- Schedule time for YOU - self-care
- Have a meal schedule
- Physical space



A top-down view of a wooden desk. On the left is a cup of coffee on a saucer. In the center is an open notebook with a pen resting on it. On the right is a small potted plant. The text "work tools" is overlaid in the center.

# work tools



# Work Tools

---

- Notebooks, pens, sticky notes
- Chargers, plugs, etc
- Headphones with microphone
- DO NOT DISTURB sign
- Snacks, water, coffee, etc
- Desk options - sit, stand



A close-up, low-angle shot of a laptop keyboard. The keyboard is dark-colored with white lettering. A bright, glowing teal and orange light flare is positioned diagonally across the keyboard, creating a sense of motion and technology. The word "technologies" is overlaid in white, lowercase letters across the center of the image.

# technologies

Photo by [Federico Orlandi](#) from [Pexels](#)

# Technologies

---

What do you need? Why?

Do your due diligence.

Platform agnostic.



# Technologies

## Document Collaboration + Storage

---

- Dropbox Paper / Google Docs
- Dropbox / Google Drive / Box.net / OneDrive
- Evernote / Google Keep / OneNote
- 1Password / LastPass

# Technologies

Water Cooler Chat + More!

- Slack
- GroupMe
- Microsoft Teams
- Flipboard



# Technologies

## Remote Meetings

- [when2meet.com](https://when2meet.com) -or- [doodle.com](https://doodle.com)
- [Zoom.us](https://zoom.us) / [WebEx](https://webex.com) / [GoToMeeting](https://gotomeeting.com)
- [freeconferencecall.com](https://freeconferencecall.com) / [Zoho Meeting](https://zoho.com)
- [Google Hangouts](https://google.com) / [Microsoft Teams](https://microsoft.com) ([Skype](https://skype.com))
- [Adobe Connect](https://adobe.com) / [BlueJeans](https://bluejeans.com)

# Technologies

## Automation

- Zapier
- IFTTT
- Alarmed
- Calendly



# Technologies

## Task + Time Management

- Trello / Asana / Wunderlist / Todoist
- Google Tasks
- Evernote
- Smartsheet / Podio
- Time Doctor / Rescue Time

# Technologies

IT Support

- Team Viewer
- Join.me
- Zoom
- Skype
- VPN
- Remote Desktop apps



# Technologies

---

**Kick it up a notch...**

- App marketplace
- Browser extensions
- Third-party integrations
- Add-on tools





next steps



# Next Steps

---

- Outline your time + space
- Gather your work tools
- Pick ONE technology to learn and add
- Consider how to successfully deploy + train
- Be flexible





q & a





thank you





**Lindsay Gross**

[lindsay@eventgarde.com](mailto:lindsay@eventgarde.com)



**Krista Rowe**

[krista@eventgarde.com](mailto:krista@eventgarde.com)





**Kate Pojeta**

[kate@eventgarde.com](mailto:kate@eventgarde.com)

EVENT  GARDE