

CHAPTER 13:	Starting Your First Team and Managing Your Settings	253
	Creating a New Team	254
	Inviting People to Your Team	259
	During the team creation process	259
	After the team creation process	260
	Managing Your Team Settings	261
	Managing Your User Settings	264
	General	266
	Privacy	266
	Notifications	267
	Devices	267
	Permissions	267
	Calls	267
CHAPTER 14:	Staying Connected to Others with Channels and Chat	269
	Chatting in Teams	270
	Sending Messages in Channels	271
	Creating a New Channel	273
	Configuring a Channel	275
	Moving from a Channel to a Chat	279
	Starting a private chat	280
	Adding multiple people to a chat	281
	Giving a chat a title	282
	Pinning a chat to the top of the list	282
	Sending More than Text When Chatting	283
	Adding emojis, GIFs, and stickers	283
	Adding a file	284
	Reacting to chat messages	286
CHAPTER 15:	Embracing Teams to Make Meetings Better	287
	Getting Up to Speed with the Types of Meetings in Teams	287
	Viewing Your Calendar in Teams	288
	Creating a New Meeting and Inviting People	289
	Joining an Existing Meeting	294
	Using Teams for Conference Calls	296
	Using Teams for Video Calls	297

PART 5: MANAGING EMPLOYEES FROM HOME	303
CHAPTER 16: Introducing the Basics of Managing Virtual Employees	305
Making Room for a New Kind of Employee.....	306
Preparing to get virtual.....	307
Understanding changes to the office culture	308
Weighing the pros and cons of telecommuting	309
Managing from a Distance.....	311
Increasing your interaction	311
Providing long-distance recognition.....	312
Using the Internet	312
Managing Different Shifts	313
CHAPTER 17: Transitioning from Old-School Manager to Virtual Team Leader	315
Recognizing Which Leadership Style Works Best.....	316
Examining what makes virtual team leaders succeed.....	316
Determining whether you're a micromanager, coach, or hands-off manager	319
Comparing control-based and trust-based leadership	321
Taking the Opportunity to Grow.....	323
Pushing the boundaries of culture and C-level expectations	323
Knowing when to manage up	324
Recognizing Common Virtual Team Issues	325
Poor communication.....	326
Lack of clarity, direction, and priorities	326
Loss of team spirit and morale	327
Lack of trust	327
Lack of social interaction	327
Tech issues.....	328
Cultural clashes	328
CHAPTER 18: Adopting Best Practices in Communication	329
Identifying Four Components to Transform Your Communications	330
Looking Closer at Text-Only Communication	332
Examining the pros and cons	332
Using text-only communication effectively	334
Providing Consistent and Frequent Feedback	335
Establishing clear expectations	335
Recognizing the importance of two-way feedback and performance discussions	336
Giving feedback: The how-to.....	337
Shifting focus from individual accountability to team accountability.....	338

Establishing Best Practices with Communication Agreements	339
Choosing appropriate communication methods	339
Agreeing on expected response times	342
Setting the rules for handling conflicts	342
Choosing a problem-solving model	343
Agreeing on a process for communicating outside the team	344
Putting together your plan	345
Establishing standards for meeting participation	346
Utilizing the DISC Assessment Tool	346

**PART 6: ADDING BALANCE AND PEACE TO
YOUR WORK-AT-HOME LIFE**

349

**CHAPTER 19: Building Trust and Wellness in the
Virtual Workplace**

351

Building a Connection Culture	352
Being a leader your team wants to follow	352
Getting to know your team members	353
Reaching out and building rapport	354
Focusing On Workplace Wellness	356
Considering wellness best practices	356
Starting your team wellness program	357
Maintaining Healthy Boundaries	358

CHAPTER 20: Using Mindfulness in Your Daily Life

361

Using Mindfulness at Work	362
Beginning the day mindfully	362
Dropping in with mini meditations	363
Going from reacting to responding	365
Solving problems creatively	367
Practicing mindful working	368
Debunking the multitasking myth	369
Finishing by letting go	369
Living Mindfully in the Digital Age	370
Assessing your level of addiction to technology	370
Using mindfulness to get back in control	372
Using technology to enhance mindful awareness	374

CHAPTER 21: Stretching during the Workday

375

Step Away from the Desk: Standing Stretches	376
Standing chest stretch	376
Standing abdominal stretch	377
Standing side reach with legs crossed	378

Standing hamstring and calf stretch	380
Standing hip flexor stretch	381
Have a Seat: Stretches for the Professional Desk Jockey	382
Shoulders and neck stretch with circles	383
Chest stretch	384
Seated spinal rotation	385
Seated forward bend	387
Wrist and forearm stretch	387
Seated ankle circles	389
PART 7: THE PART OF TENS	393
CHAPTER 22: Ten Predictors of Virtual Team Success	395
Having the Right Technology	395
Hiring the Right Team Leader	396
Hiring the Right Team Members	397
Establishing Clear Team Vision and Values	397
Aligning Team Goals with Company Goals	398
Having a Solid Team Agreement in Place	398
Using a Communication Strategy	398
Agreeing on a Process for Team Workflow	399
Using an Onboarding Strategy for New Team Members	399
Actively Managing Executive Perceptions	400
CHAPTER 23: Ten Great Slack Tips	401
Respond Promptly to New Users' Requests, Questions, and Feedback	401
Regularly View Slack Analytics	402
Tread Lightly with New Hires	402
Establish Slack as the Default Medium for Internal Communication	402
Emphasize Slack's Carrots More than Its Sticks	403
Keep an Eye Out for New Slack Apps	403
Tell Overly Exuberant Slack Members to Tone It Down	403
Publicize Your Status and Availability	403
Try Before You Buy	404
Know When to Turn Slack Off	404
INDEX	405

Introduction

In today's modern global economy, working from home is no longer a novelty. Organizations around the world are embracing the advantages of letting employees work outside the office, and the results are eye-opening: Managers save money and resources and have access to talent outside their zip codes, while employees enjoy greater job opportunities, productivity, independence, and satisfaction. Remote work really can be sustainable for professionals who want flexibility.

Whether you're new to having a home office or you've been working outside an office for years, *Working From Home For Dummies* can help you prepare for working virtually — and thriving.

About This Book

Working From Home For Dummies helps you acquire and cultivate some of the most important attributes needed for remote work. Here, you get pointers on setting up a home workspace; strengthening important skills like managing your time, establishing routines, and setting boundaries; and using your manners in virtual team meetings. You find help with three popular work-at-home technology programs: Slack, Zoom, and Microsoft Teams. You also get tips for managing a virtual team and balancing your time between your work and your personal life, even when both take place at home.

In this book, sidebars (shaded boxes of text) provide an in-depth look at particular topics. You may find them interesting and illuminating, but they aren't crucial to understanding the rest of this book. Feel free to read them or skip them.

You can also pass over the text marked with the Technical Stuff icon (see the later section, "Icons Used in This Book"). The text accompanied by this icon gives some technical, informative details about working from home, but you can still get the most important information you need without reading it.

Whenever we quote prices in this book, they're listed in U.S. dollars. When in doubt about a price, check the company's website for the latest information.