

Remote Office Manager

Lisette Sutherland,Kirsten Janene-Nelson

Remote Jason Fried,David Heinemeier Hansson,2013-10-29 The classic guide to working from home and why we should embrace a virtual office, from the bestselling authors of Rework “A paradigm-smashing, compulsively readable case for a radically remote workplace.”—Susan Cain, New York Times bestselling author of Quiet Does working from home—or anywhere else but the office—make sense? In Remote, Jason Fried and David Heinemeier Hansson, the founders of Basecamp, bring new insight to the hotly debated argument. While providing a complete overview of remote work’s challenges, Jason and David persuasively argue that, often, the advantages of working “off-site” far outweigh the drawbacks. In the past decade, the “under one roof” model of conducting work has been steadily declining, owing to technology that is rapidly creating virtual workspaces. Today the new paradigm is “move work to the workers, rather than workers to the workplace.” Companies see advantages in the way remote work increases their talent pool, reduces turnover, lessens their real estate footprint, and improves their ability to conduct business across multiple time zones. But what about the workers? Jason and David point out that remote work means working at the best job (not just one that is nearby) and achieving a harmonious work-life balance while increasing productivity. And those are just some of the perks to be gained from leaving the office behind. Remote reveals a multitude of other benefits, along with in-the-trenches tips for easing your way out of the office door where you control how your workday will unfold. Whether you’re a manager fretting over how to manage workers who “want out” or a worker who wants to achieve a lifestyle upgrade while still being a top performer professionally, this book is your indispensable guide.

Ask a Manager Alison Green,2018-05-01 From the creator of the popular website Ask a Manager and New York’s work-advice columnist comes a witty, practical guide to 200 difficult professional conversations—featuring all-new advice! There’s a reason Alison Green has been called “the Dear Abby of the work world.” Ten years as a workplace-advice columnist have taught her that people avoid awkward conversations in the office because they simply don’t know what to say. Thankfully, Green does—and in this incredibly helpful book, she tackles the tough discussions you may need to have during your career. You’ll learn what to say when • coworkers push their work on you—then take credit for it • you accidentally trash-talk someone in an email then hit “reply all” • you’re being micromanaged—or not being managed at all • you catch a colleague in a lie • your boss seems unhappy with your work • your cubemate’s loud speakerphone is making you homicidal • you got drunk at the holiday party Praise for Ask a Manager “A must-read for anyone who works . . . [Alison Green’s] advice boils down to the idea that you should be professional (even when others are not) and that communicating in a straightforward manner with candor and kindness will get you far, no matter where you work.”—Booklist (starred review) “The author’s friendly, warm, no-nonsense writing is a pleasure to read, and her advice can be widely applied to relationships in all areas of readers’ lives. Ideal for anyone new to the job market or new to management, or anyone hoping to improve their work experience.”—Library Journal (starred review) “I am a huge fan of Alison Green’s Ask a Manager column. This book is even better. It teaches us how to deal with many of the most vexing big and little problems in our workplaces—and to do so with grace, confidence, and a sense of humor.”—Robert Sutton, Stanford professor and author of The No Asshole Rule and The Asshole Survival Guide “Ask a Manager is the ultimate playbook for navigating the traditional workforce in a diplomatic but firm way.”—Erin Lowry, author of Broke Millennial: Stop Scraping By and Get Your Financial Life Together

The Home Office and the Remote Worker Jonathan Cook,2017-02-18 In any business money is the bottom line. We may hate to admit it and we may do our best to avoid the reality that money is the fuel that powers and the grease that lubricates the wheels of business. In today's tech savvy businesses the potential benefits of home offices and remote workers to sales, to customer support, to worker satisfaction, and ultimately to the bottom line, cannot be overlooked. But is it right for your business? Does a home office environment, even for just a portion of your business, make sense? The hype is out on the wires, but where do you find the answers based on real experience? The Author has real, long term experience in setting up, and working as, remote resources in virtual environments. This report can help you decide upon, and implement, a home office environment for your business.

Work Together Anywhere Lisette Sutherland,Kirsten Janene-Nelson,2020-06-02 An excellent guide on how teams can effectively work together, regardless of location. —STEPHANE KASRIEL, former CEO of Upwork IN TODAY’S MODERN GLOBAL ECONOMY, companies and organizations in all sectors are embracing the game-changing benefits of the remote workplace. Managers benefit by saving money and resources and by having access to talent outside their zip codes, while employees enjoy greater job opportunities, productivity, independence, and work-life satisfaction. But in this new digital arena, companies need a plan for supporting efficiency and fostering streamlined, engaging teamwork. In Work Together Anywhere, Lisette Sutherland, an international champion of virtual-team strategies, offers a complete blueprint for optimizing team success by supporting every member of every team, including: EMPLOYEES/small advocating for work-from-home options MANAGERS/small seeking to maximize productivity and profitability TEAMS/small collaborating over complex projects and long-term goals ORGANIZATIONS/small reliant on sharing confidential documents and data COMPANY OWNERS/small striving to save money and attract the best brainpower Packed with hands-on materials and actionable advice for cultivating agility, camaraderie, and collaboration, Work Together Anywhere is a thorough and inspiring must-have guide for getting ahead in today's remote-working world.

The Unashamed Guide to Virtual Management Ben Bisbee,Kathy Wisniewski,2019-10-08 Manage Virtual Teams for Maximum Results Working remotely is a reality of today’s and tomorrow’s workforce. With organizations switching from a model of only on-site employees to on-site and virtual employees working globally, managers need guidance on how to address the traditional and not-so-traditional issues that occur when staff is not collocated. The Unashamed Guide to Virtual Management provides that direction for topics such as onboarding new staff and delivering performance reviews as well as for the more offbeat issues like handling office romance and doing laundry on the job. Using short chapters and a fun, whimsical, yet straightforward style, Ben Bisbee and Kathy Wisniewski answer the critical questions about how to manage virtual teams. No matter your problem, you’ll be able to evaluate what went wrong, determine how the solution fits within your organizational personality, and implement a process to make it stick. Rather than scrambling to figure out how to handle an unexpected situation, virtual managers can consult the authors’ advice on more than 30 topics, including: time zones, flexible schedules, and privacy hiring and interviews, onboarding, and professional development team building, morale, and celebrations interruptive pets and children, errands, and meetings from the bathroom. From the mundane to the awkward, this book covers it all—because you will have to manage it from wherever you are!

The Future of the Office Peter Cappelli,2021-08-10 A GLOBE & MAIL BEST BUSINESS BOOK OF 2021 The COVID-19 pandemic forced an unprecedented experiment that reshaped white-collar work and turned remote work into a kind of new normal. Now comes the hard part. Many employees want to continue that normal and keep working remotely, and most at least want the ability to work occasionally from home. But for employers, the benefits of employees working from home or hybrid approaches are not so obvious. What should both groups do? In a prescient new book, The Future of the Office: Work from Home, Remote Work, and the Hard Choices We All Face, Wharton professor Peter Cappelli lays out the facts in an effort to provide both employees and employers with a vision of their futures. Cappelli unveils the surprising tradeoffs both may have to accept to get what they want. Cappelli illustrates the challenges we face by in drawing lessons from the pandemic and deciding what to do moving forward. Do we allow some workers to be permanently remote? Do we let others choose when to work from home? Do we get rid of their offices? What else has to change, depending on the approach we choose? His research reveals there is no consensus among business leaders. Even the most high-profile and forward-thinking companies are taking divergent approaches: --Facebook, Twitter, and other tech companies say many employees can work remotely on a permanent basis. --Goldman Sachs, JP Morgan, and others say it is important for everyone to come back to the office. --Ford is redoing its office space so that most employees can work from home at least part of the time, and --GM is planning to let local managers work out arrangements on an ad-hoc basis. As Cappelli examines, earlier research on other types of remote work, including telecommuting offers some guidance as to what to expect when some people

will be in the office and others work at home, and also what happened when employers tried to take back offices. Neither worked as expected. In a call to action for both employers and employees, Cappelli explores how we should think about the choices going forward as well as who wins and who loses. As he implores, we have to choose soon.

Managing Remote Staff Lin Gensing-Pophal,2021-02-01 The world as we know it has changed. Even businesses that long declared that working from home wasn't an option have found themselves adjusting and overhauling their business models, since the only other alternative is to close. Despite being thrust into this "new normal," businesses and their displaced staff have risen to the challenges and acclimatized to ways of working remotely. Since then, the idea of managing remote workers has grown and become more widely accepted as a viable way to do business. If your business needs more employees but you don't have the office space to accommodate them; if someone on your staff wants to work from home; you want to promote a flexible work environment but fear losing profits; or you simply need to adapt due to a pandemic as so many have had to do, managing remote staff may be the answer. *Managing Remote Staff: Capitalize on Work-from-Home Productivity* explains how to:

- Determine whether remote staffing is right for your company
- Assess new and current candidates
- Train managers and employees remotely
- Help at-home or off-site staff to cope
- Set up the home office
- Measure the success of your program
- Take care of the legal details

This book provides managers with the tools to set up and maintain a productive remote staffing program that benefits both employees and employers.

Remote Working David Nickson,Suzy Siddons,2012-06-25 As more people choose to work from home, the challenges for both the home worker and traditional management increase. Many questions arise regarding how to appraise the remote worker, the logistics of home working, and productivity. The authors focus on developing the right skills to cope with this new environment and stress the importance of knowing what the homeworker needs. Other issues addressed are finding the right balance between the office, home and client sites, dealing with the creation of workable home office environment, and technological and legal issues.

Telecommuting and Virtual Offices: Issues and Opportunities Johnson, Nancy,2000-07-01 Telecommuting by any name--telework, mobile work, home offices, virtual employees or telematics--is one of the most intriguing and least understood results of advances in portable computing. The authors in *Telecommuting and Virtual Offices: Issues and Opportunities* present usable research and advice on many of these issues.

Your Work from Home Life M. J. Fievre,Becca Anderson,2021-02-16 Reorganize and Optimize Your from Home Remote Work Life "A productive guide for our new world of remote work." —Paula Rizzo, media consultant, speaker, and author of *Listful Living* Whatever your remote work circumstance, learn how to be productive at home with nuggets of hard-earned wisdom. From choosing the best colors for workspace productivity to starting a business, these remote work gurus offer everything needed for a smooth work-to-home transition. The new world of working from home. No longer does the average worker have long, frustrating commutes to crowded offices for jobs more comfortably worked from home. In this day and age, not only are more employers offering remote work, more people are creating their own opportunities for non-traditional work from home. Whether you are a remote work employee, freelancer, or someone who dreams of giving up the daily grind for a career of your own design, *Your Work from Home Life* is the next step to becoming the ultimate work nomad. Productivity tips and much more. Remote work gurus Becca Anderson and M.J. Fievre guide you through the online search process and help you create a list of online certification programs, blogging opportunities, and jobs that allow you to work from home. Together, they offer advice on planning, budgeting, contingency plans, and other resources. Along with advice on how to be productive at home, this fun and uplifting book includes bonus checklists and templates to help you: Take advantage of technology and platforms, home office set-ups, and breaks at work Work with colleagues while redefining collegial camaraderie, avoiding overwhelmed and isolated feelings Develop time and distraction management to meet pressing deadlines and achieve focused, deep work Discover the important role of self-care and personalize your very own self-care strategy If you enjoyed books like *Remote*, *Indistractable*, *The 4 Hour Work Week*, or *Nine Lies About Work*, you'll love *Your Work from Home Life* .

Home at the Office Barbori Garnet,2021-09-25 What if I told you that working remotely can lead to increased freedom, flexibility, and independence in your life? Many people feel stuck working 9-to-5 or being tied to a certain geographical location because of their job. *Home at the Office: Working Remotely as a Way of Life* will help you: - Work remotely through any age and stage of life - Understand the work-from-home mindset - Learn the skills and character traits needed for remote work - Discover the 7 different types of working from home - Gain insights and secrets into how 10 extraordinary workers from home across North America succeed and face challenges in their remote work Bringing over 10 years of work-from-home experience in writing, marketing, and music, Barbori Garnet invites you to join her as she shares how you can enjoy the rewards of freedom, flexibility, and independence found by working remotely.

How to Thrive in the Virtual Workplace Robert Glazer,2021-06-01 An instant #1 Wall Street Journal bestseller and USA Today bestseller! The remote work revolution has been rapidly accelerated by the COVID-19 pandemic. Organizations as big as Twitter have learned their employees didn't need an office to get great results, and employees are using the flexibility of remote work to live where they want, ditch their commutes and live a work-life integration that works for them. Remote work is here to stay, and the companies that do it well will have a clear competitive advantage in the future. As founder and CEO of Acceleration Partners, a 100 percent remote organization with 170 employees who work from home, Robert Glazer has discovered that with the right principles, tactics and tools for managing remote employees, many businesses can excel in a virtual world. In this highly actionable book, Glazer shares how he and his team built a remote organization that has been recognized with dozens of awards for its industry performance and company culture. A timely, practical, and highly informative guide to effective techniques for remote work; of benefit to practitioners or students of business. Highly recommended.—Library Journal, STARRED review *How to Thrive in the Virtual Workplace* shares insights from the remote employee, manager and leader perspectives, offering a blueprint any person can use to make remote work successful, productive and fulfilling. Learn how to leverage the flexibility of remote work, be more productive while working at home, avoid burnout, lead a team of virtual employees and build an organization that sets the gold standard for virtual work. The remote work revolution is here—the leaders who will build the future are the ones who can lead top performing virtual teams. Learn how to build a world-class organization—office no longer required.

The New Corner Office Laura Vanderkam,2020-07-21 Drawing on her 18 years of experience working remotely, plus original interviews with managers, employees, and free agents who've perfected their remote routines, Laura Vanderkam shares strategies for productivity, creativity, and health in the new corner office. How do you do great work while sitting near the same spot where you watch Netflix? How can you be responsive without losing the focus necessary for getting things done? How can you maintain and grow your network when you spend less time face to face? The key is to detach yourself from old ways of working and adopt new habits to match your new environment. Long before public health concerns pushed many of us indoors, some of the most successful people fueled their careers with carefully perfected work-from-home routines. Drawing on those profiles and her own insights, productivity expert and mother of five Laura Vanderkam reveals how to turn being cooped up into the ultimate career advantage. Her hacks include:

- Manage by task, not time. Going to an office for 8 hours makes you feel like you've done something, even if you haven't. Remote workers should set 3-5 ambitious goals for each day and consider the work day done when these are crossed off.
- Get the rhythm right. A well-planned day features time for focused work, interactive work, and rejuvenating breaks. In place of a commute, a consciously chosen shut down ritual keeps work from continuing all night.
- Nurture connections. Wise remote workers can build broader and more effective networks than people sitting in the same cubicle five days a week. Whether you're an introvert or an extrovert, a self-starter or someone who prefers detailed directions, you can do your clearest thinking and deepest work at home--and have more energy left over to achieve personal goals or fuel bigger professional ambitions. In fact, soon you might find it hard to imagine working any other way.

Office Management Series ,1926

The Office Is Closed Work Remote - Updated! Mark a Ashford,2018-11-24 In 2013, I write and published the following two books on the subject of remote working: -The Office is Closed- Work Remote - Work from

Home. How, and Why - January 2013.-The Office is Closed: Go Collaborate - Work from Home - May 2013Since then, things have moved on, they have moved on a lot. The technology sections in the previous books was intended to show that the tools are available for teams to be widely dispersed, flexible and effective. Today those tools are mainstream and being widely adopted, even if the immediate impact is not to send people home working remotely, they are affecting the dynamics of the office and team collaboration in the office.Team building in general and the special needs of remote teams have remained unchanged though the enhancement and implementation of updated and newer technology platforms has helped ease many of the earlier issues.There is a new and expanded section dealing with commuting and electric cars. Did you know that electric cars are polluters in their own right regardless of the fact they do not have a gasoline or diesel engine? That the driver in the electric car next to you is making more of a statement about their status and the car being a status symbol than the environment?One of the new questions that comes up in this eBook is not that we commute, or how we commute, but why are we still commuting?

Office Management, Its Principles and Practice Lee Galloway,1918
Office Management Series American Management Association,1928
The Office Manager ,1925

The Remote Worker's Handbook The Staff of Entrepreneur Media,Jason R. Rich,2023-03-14 Upgrade your office to anywhere in the world! Remote work offers more flexibility, autonomy, and freedom in the modern workspace while you continue to climb the corporate ladder. With top companies like Apple, Amazon, UnitedHealth Group and more adapting to the hybrid-remote model, you have the power to make your career goals fit your lifestyle. Curate your ideal home-office or take your life on the road- limitless options, limitless potential. Learn what it takes to become a successful remote worker, with all the tips of the trade detailed in The Remote Worker’s Handbook. Jason R. Rich and the experts at Entrepreneur help you build the necessary skill set to make transitioning to remote work a walk in the park, so you can take that actual walk in the park. Using this comprehensive guide, you’ll discover: Time-management and collaboration applications to keep yourself organized The key to adapting your home-office or shared workspace Tools to navigate the cloud, virtual calendars, and the wide variety of free services available Software and technology exclusive to the remote worker Experience the freedom and flexibility of remote work and take your career to the next level with The Remote Worker’s Handbook.

Leading From Anywhere David Burkus,2021-01-05 “Leading from Anywhere is the best book on remote work I’ve ever read—incisive, original, and eminently practical. Read it—and take notes!”—Daniel H. Pink, author of When, Drive, and To Sell Is Human The ultimate guide to leading remote teams, tackling the key challenges that managers face—from hiring and onboarding new members from afar to building culture remotely, tracking productivity, communicating speedily, and avoiding burnout It’s undeniable that we’re entering a new era of remote work. While many leaders seek to run business as usual, why settle for the usual when remote teams allow us to work even better? The research shows that employees are more productive and engaged when they have the freedom to work from anywhere. Which means leaders need the skills to lead from anywhere. In this meticulously researched, refreshingly practical book, top business thought leader David Burkus provides managers with the field guide to leading remotely, packed with everyday examples and illuminating insights. Structured around the life cycle of working on a team, Burkus tackles the key inflection points and challenges that remote managers face, from taking the team remote and adding new members to communicating effectively and quickly, managing performance, keeping the team engaged, and even helping them strike the right balance between work and life. Leading from Anywhere provides everything you’ll need to survive and thrive as the leader of a remote team—something all leaders will need to consider themselves from now on.

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